

MT VOTES

Reports & Labels

Reports vs. Extracts
Election Reports
Voter Reports
Districts & Precincts
Petitions
Ballot Processing

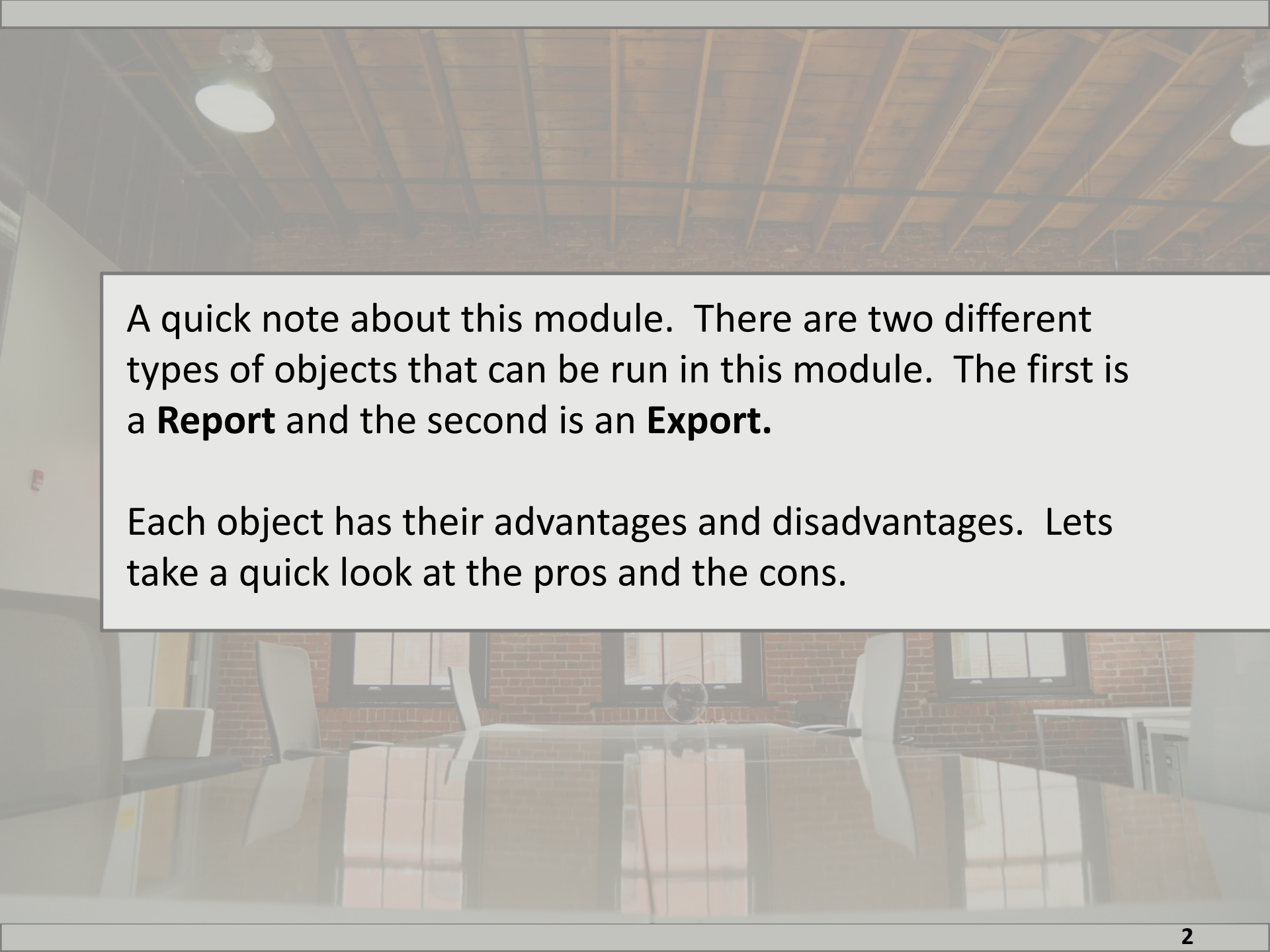
2016 Montana Election Administrator Certification Training

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Elections and Government Services

Sos.mt.gov

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A quick note about this module. There are two different types of objects that can be run in this module. The first is a **Report** and the second is an **Export**.

Each object has their advantages and disadvantages. Lets take a quick look at the pros and the cons.

Reports

Pros:

- Quick
- Easy to run
- Set up for printing

Cons:

- Harder to query
- Potentially very large files

Exports

Pros:

- Excel compatible
- Easy to format
- Same data as the corresponding report

Cons:

- Harder to run than reports
- General Excel knowledge is required to work with the data

Lets look at how to run an export first.

Running Exports

A person is seen from behind, sitting at a desk and working on a computer. The computer has two monitors; the left one displays a large 'V' shape. In the foreground, a baseball glove is visible on the desk. The scene is dimly lit, and the overall tone is professional and focused.

As mentioned earlier, Exports are fairly powerful, but they take a little more effort to work with. So I'll walk you through running an export, and then Alan will talk briefly about working with the data.

We will run the EX-E01. This export contains all absentee (or mail ballot information) for the election. It contains a lot of extremely useful data.

The screenshot shows the 'Reports' application window with the following sections:

- Navigation Links:** Voter Registration, Election Management, Districts & Precincts, Petitions, Election Workers, Address Library, Labels, Ballot Processing, Master Lookups, Close.
- County:** Lewis & Clark
- Election:** Test Federal Primary Poll Election - 01/19/2016
- Precincts:**
 - ☐ All (Deleted precincts will be included on report)
 - ☐ PCT 01 - P01
 - ☐ PCT 02 - P02
 - ☐ PCT 03 - P03
 - ☐ PCT 04 - P04
- Range:**
 - From: PCT 01 - P01
 - To: PCT 01 - P01
- Absentee Type:**
 - ☐ All Absentee Types
 - ☐ Absentee List
 - ☐ Civilian Overseas
 - ☐ Election Specific
- NVRA Notice Type:**
 - ☒ 1st Notice
 - ☒ 2nd Notice
 - ☐ Cancellation of voters
- Ballot Style:**
 - ☐ All Ballot Styles
 - ☐ PCT 01
 - ☐ PCT 02
 - ☐ PCT 03
 - ☐ PCT 04
 - ☐ PCT 05
- Budget Group:** All
- Date Range:**
 - Sent: [] Receive: []
 - From: [] To: []
- Ballot Stages:**
 - ☐ All ☐ Exclude 'Sent/Void' ballots
 - ☐ Certified
 - ☐ Not Requested
- Table:**

Code	Name	Sort Order
EX-E01	Export for Absentee Voters in an Election	Ballot Style
EX-E015	Export for Absentee Type Date Range	
EX-E016	Candidate List	
E-001	Absentee Voters for an Election	
E-005	Election Districts Included In Election	
- Buttons:** Export, Cancel, Run Report

Exports are more powerful than reports because you can ask questions of the data after you pull the data out of the system. So, we will run the EX-E01 export 'wide open' which means that we will get the maximum amount of data out of MT Votes that we can. So the parameters that we will want are: All Precincts, All Ballot Styles, All Absentee Types, and All Ballot styles for the selected election.

Reports [Voter Search] [Help]

[Voter Registration](#)
[Election Management](#)
[Districts & Precincts](#)
[Petitions](#)
[Election Workers](#)
[Address Library](#)
[Labels](#)
[Ballot Processing](#)
[Master Lookups](#)
[Close](#)

County
Lewis & Clark

Election
Test Federal Primary Poll Election - 01/19/2016

Precincts
District | Precincts
☐ All (Deleted precincts will be included on report)
☐ PCT 01 - P01
☐ PCT 02 - P02
☐ PCT 03 - P03
☐ PCT 04 - P04

Range
From: PCT 01 - P01
To: PCT 01 - P01

Absentee Type
☐ All Absentee Types
☐ Absentee List
☐ Civilian Overseas
☐ Election Specific

NVRA Notice Type
☒ 1st Notice
☒ 2nd Notice
☒ Cancellation of voters

Ballot Style
☐ All Ballot Styles
Description
☐ PCT 01
☐ PCT 02
☐ PCT 03
☐ PCT 04
☐ PCT 05

Budget Group
All

Date Range
Sent | Receive |
From: To:

Ballot Stages
☐ All ☐ Exclude 'Sent/Void' ballots
Description
☐ Certified
☐ Not Requested

Code	Name	Sort Order
EX-E01	Export for Absentee Voters in an Election	Ballot Style
EX-E015	Export for Absentee Type Date Range	
EX-E016	Candidate List	
E-001	Absentee Voters for an Election	
E-005	Election Districts Included In Election	

[Export] [Cancel] [Run Report]

File(s) exported successfully. Exported file is available under export tab in Schedule Jobs Module.

[Voter Search](#) [Help](#)

[Voter Registration](#)
[Election Management](#)
[Districts & Precincts](#)
[Petitions](#)
[Address Library](#)
[Labels](#)
[Ballot Processing](#)
[Master Lookups](#)
[Close](#)

County
 Lewis & Clark

Election
 Test Federal Primary Poll Election - 01/19/2016

Precincts District
☒ All (Deleted precincts will be included on report)
☐ PCT 01 - P01
☐ PCT 02 - P02
☐ PCT 03 - P03
☐ PCT 04 - P04

Ballot Style
☐ All Ballot Styles
 Description
☐ PCT 01
☐ PCT 02
☐ PCT 03
☐ PCT 04
☐ PCT 05

Budget Group
 All

Date Range
 Sent Receive
 From To

Absentee Type
☒ All Absentee Types
☐ Absentee List
☐ Civilian Overseas
☐ Election Specific

NVRA Notice Type
☒ 1st Notice
☐ 2nd Notice
☐ Cancellation of voters

Ballot Stages
☒ All ☐ Exclude 'Sent/Void' ballots
 Description
☐ Certified
☐ Not Requested

Code	Name	Sort Order
EX-E01	Export for Absentee Voters in an Election	
EX-E015	Export for Absentee Type Date Range	
EX-E016	Candidate List	
E-001	Absentee Voters for an Election	
E-005	Election Districts Included In Election	

Export **Cancel** **Run Report**

MT VOTES

User: sjolund, casey County: Lewis Clark Date: 12/16/2015 Password Help Exit

Environment Test Environment MT VOTES

Voters
 Voter Registration
 Voter Search
 Voter Merge
 Batch Scan
 Commit Batch

Elections
 Election Management
 Election Calendar
 Ballot Processing

Administration
 System Configuration
 User Administration
 Address Library
 Legal Address Library
 Messaging
 Document Templates
 Load External Data
 NVRA Process

Reports
 Reports & Labels
 Schedule Jobs
 Batch Management

Agency Search
 Potential Felons
 Last Updated 12/05/2015
 Potential Deceased
 Last Updated 11/14/2015

Provisional Ballots
 Petitions
 Pre-Registration
 Online Pre-Registration

12/4/2015 Message Sent to other County Approval: Lewis & Clark County is trying to merge Voter...

Confirmation

Are you sure want to move this file ?

Yes **No**

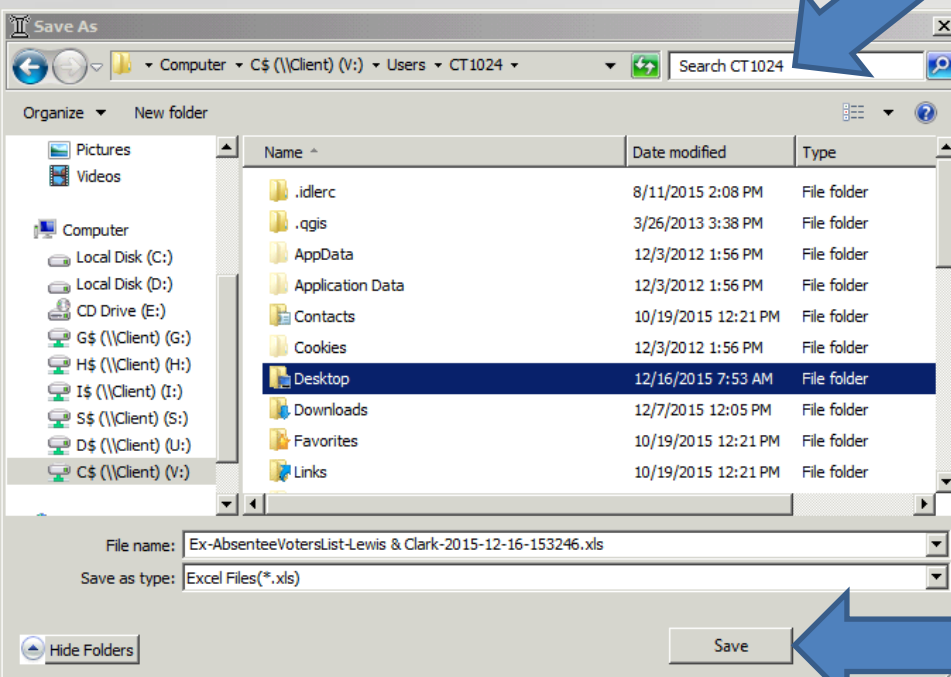
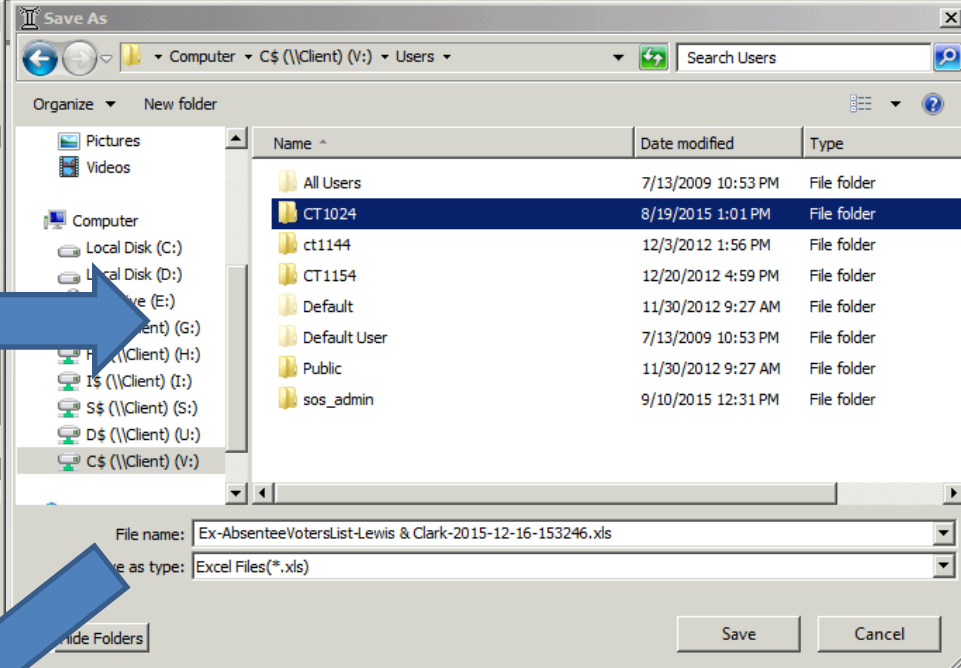
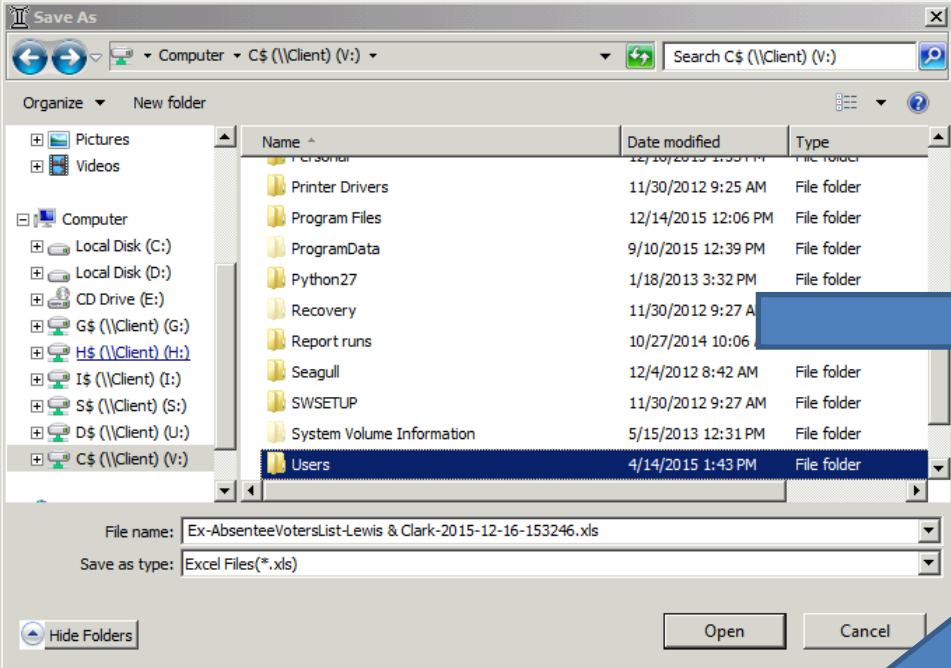
Schedule Manager

Date Time Description Reschedule Delete

Job List **Report Output** **Export**

File Name	Created On
Ex-AbsenteeVotersList-Lewis & Clark-2015-12-16-153246.txt	12/16/2015 3:32:46 PM
EX-AL01-Address Rule Export-Lewis & Clark-2015-12-07-143045.xls	12/7/2015 2:30:45 PM

Delete **Move**



To save the file onto your computer:

- 1) Find the C\$ (\\Client)(V:)
- 2) In the window, double click on the Users folder
- 3) In the Users folder click on the folder named after how you log into your machine
- 4) Double click on Desktop (this should be your desktop)
- 5) Save the file here, or in the folder on your desktop.

The USERS folder contains every account that exists on your workstation.

You don't have to use the desktop folder, but this will put the file right onto your desktop. This makes it easy to find.

C\$\\Client)(V:) V:\USERS\YOURNAME\Desktop

This is by far one of the most important parts of exporting or saving a file out of MT Votes. If you save it anywhere else, you'll never find it.

This folder will vary for every user here. Look for the folder with the name you use to log into your workstation with.

The EX-E01 contains the following fields:

- Voter ID
- Tracking No
- Dist/Precinct Name
- BallotID
- RegistrantName
- DOB
- Residential Address
- Ballot Sent
- Ballot Received
- Precinct Code
- Split
- Ballot Style
- Voter Status
- Voter Status Reason
- Ballot Stage/Status
- Ballot Status Reason
- Ballot Number
- Ballot Type
- Ballot Issue Reason
- Issue Method
- Election
- Sent to Address
- Send to City
- Send to State
- Send to Zip
- Sent to Plus 4
- Send to Country
- Resent Date
- Resent Address
- Resent City
- Resent State
- Resent Zip
- Resent plus 4
- Resent Country
- Absentee Type

It's not important that you know every single field on these exports, but seeing this extensive list should give you a pretty good idea of what sort of questions you can ask from this data.

Some example answers you could find out from this export:

- All ballots in Prepared (Useful if you can't close your election!)
- All ballots received on a certain day
- All ballots received on a certain day that were issued In-Person
- All ballots received on a certain day that were issued In-Person that were in split 17.2
- All Late Registrants that had an issue method of Mail (Hopefully 0!)
- Average time it takes individuals in precinct 2 to return their ballot
- How many absentee ballots were reissued or resent
- How many UOCAVA ballots returned by Election day

These are countless other questions you can ask of the data, and the great thing about this export as opposed to reports is that you can ask all these questions from one file. Once you have the export sitting on your computer you can look at the data any way you'd like. It's also a great snapshot of the time you ran this export.

Handling Exports



Example:

EX-E01 Absentee Export

This part of the presentation will walk you through the steps of:

- Removing and Filtering Data
- Printing an Export

Opening the EX-E01 Absentee Export

1st: Open the folder it is saved in

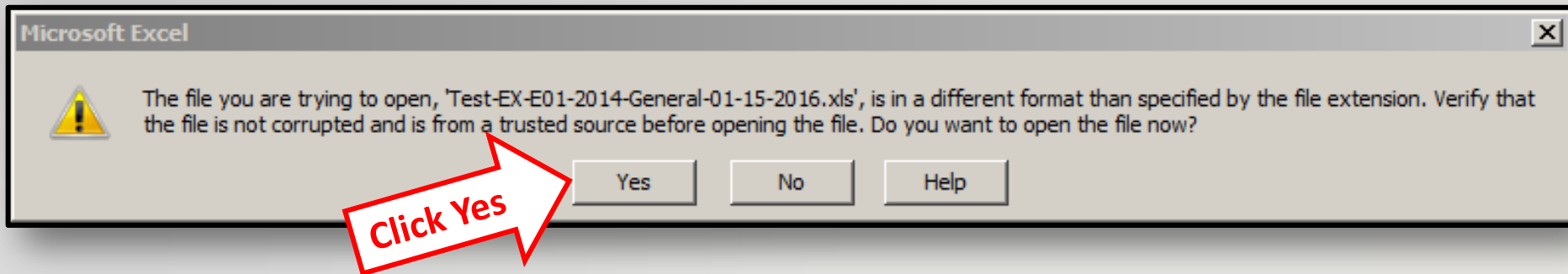
2nd: Click on the file name

3rd: Right click and click Open

Name ^	Date modified	Type	Size
Absentee-Application-Sources-All-Types	1/4/2016 5:11 PM	File folder	
Absentee-Sources-No-Type-No-Status-01-04-2016.xlsx	1/4/2016 8:49 AM	Microsoft Excel Wor...	11 KB
All-Statutes-All-Outputs-Absentee-List-Type-01-03-2016-263391.csv	1/3/2016 4:51 PM	Microsoft Excel Com...	96,910 KB
All-Statutes-All-Outputs-Absentee-List-Type-Absentee-List-Status-01-04-2016-258017.csv	1/4/2016 4:30 PM	Microsoft Excel Com...	15,005 KB
Test-EX-E01-2014-General-01-15-2016.xls	1/4/2016 6:33 AM	Microsoft Excel Wor...	11 KB

Open
New
Print

Opening the EX-E01 Absentee Export



Opening the EX-E01 Absentee Export

Text Import Wizard - Step 1 of 3 [?] [X]

The Text Wizard has determined that your data is Delimited.
If this is correct, choose Next, or choose the data type that best describes your data.

Original data type

Choose the file type that best describes your data:

☒ Delimited - Characters such as commas or tabs separate each field.

☐ Fixed width - Fields are aligned in columns with spaces between each field.

Start import at row: File origin:

Preview of file S:\ELB\Statistical-and-DataTracking\Abs...\Test-EX-E01-2014-General-01-15-2016.xls.

	CountyVoterIDTracking	NoDistrict/Precinct	Name	BallotID	RegistrantName
1					
2					
3	Beaverhead3			D 09/10/1971710	
4	Beaverhead4			NDER 03/02/1974	
5	Beaverhead4			ROBERT RICHARD 06	

Cancel < Back Next > Finish

Click Next

Opening the EX-E01 Absentee Export

Text Import Wizard - Step 2 of 3

This screen lets you set the delimiters your data contains. You can see how your text is affected in the preview below.

Delimiters

☒ Tab
☐ Semicolon
☐ Comma
☐ Space
☐ Other:

☐ Treat consecutive delimiters as one

Text qualifier:

Data preview

County	VoterID	Tracking No	District/Precinct Name	BallotID	Re	cant
Beaverhead	3			452779714		L, JAS
Beaverhead	4			452921364		ALEXA
Beaverhead	4			452894889		DSON, R

Buttons: Cancel < Back Next > Finish

The "Tab" box should already be checked by default; if not, click the box

Click Next

Opening the EX-E01 Absentee Export

Text Import Wizard - Step 3 of 3

This screen lets you select each column and set the Data Format.

Column data format

☒ General
☐ Text
☐ Date: MDY
☐ Do not import column (skip)

'General' converts numeric values to numbers, date values to dates, and all remaining values to text.

Advanced...

Data preview

General	General	General	General	General	General
County	VoterID	Tracking No	District/Precinct Name	BallotID	Registrant
Beaverhead	3				AS
Beaverhead	4				XAL
Beaverhead	4				, R

Cancel < Back Next > Finish

Click Finish

Raw EX-E01 Absentee Export

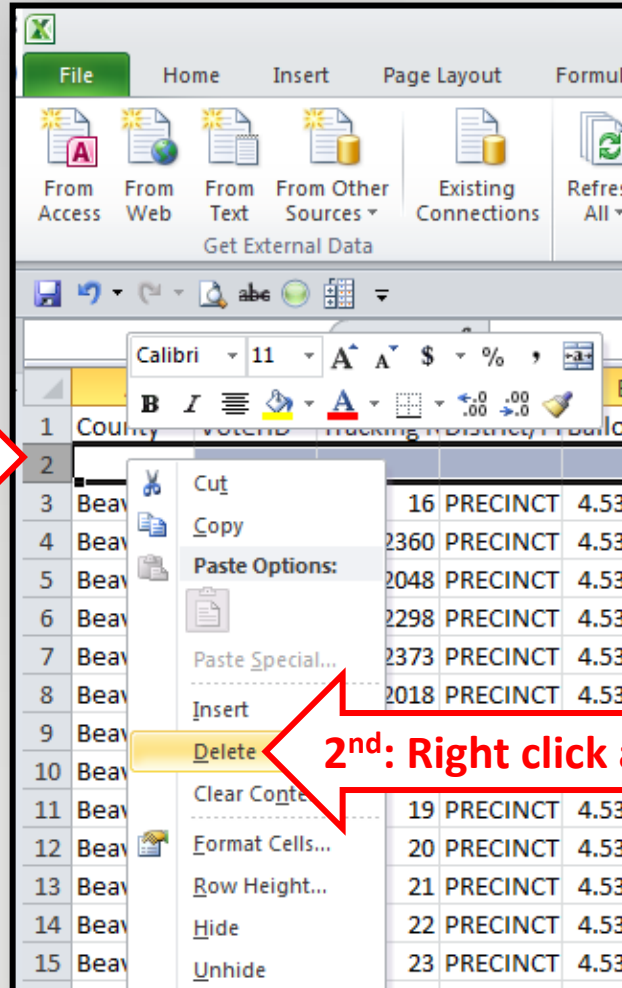
(all data have been randomized and do not represent actual voters)

Test-EX-E01-2014-General-01-15-2016.xls - Microsoft Excel

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	T
	County	VoterID	Tracking N	District/Pi	BallotID	Registrar	DOB		Ballot Sen	Ballot Rec	Precinct	C Split	Ballot Styl	Voter Stat	Voter Stat	Ballot Stat	Ballot Stat	Ballot Nur	Ballot Typ	Ball
1	Beaverhead	41119	16	PRECINCT	4.53E+08	STRAHL,	11/4/1996	# 1 S KENN	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		2	Original	
2	Beaverhead	50774	2360	PRECINCT	4.53E+08	DUNN, C	11/4/1996	#1 ARENA	PRECINCT	PREC_01	1	1	Inactive	Undeliver		Processed/Accepted		266	Original	
3	Beaverhead	457779	2048	PRECINCT	4.53E+08	AMUND	11/4/1996	#1 CHIEF N	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		231	Original	
4	Beaverhead	554454	2298	PRECINCT	4.53E+08	BRUMBA	11/4/1996	#1 SPRING	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		258	Original	
5	Beaverhead	577746	2373	PRECINCT	4.53E+08	GRUBB, I	11/4/1996	#2 BAD EY	PRECINCT	PREC_01	1	1	Inactive	Undeliver		Processed/Accepted		268	Original	Cou
6	Beaverhead	718248	2018	PRECINCT	4.53E+08	HUR, ME	11/4/1996	#2 BAD EY	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		227	Original	
7	Beaverhead	1120629	17	PRECINCT	4.53E+08	MULLEN,	11/3/1996	#2 JUDGE	PRECINCT	PREC_01	1	1	Active			Undeliverable		3	Original	
8	Beaverhead	1124522	18	PRECINCT	4.53E+08	YOUNG, J	11/3/1996	#2 JUDGE	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		4	Original	
9	Beaverhead	1124597	19	PRECINCT	4.53E+08	STOREY, J	11/3/1996	#2 KENNE	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		5	Original	
10	Beaverhead	1124608	20	PRECINCT	4.53E+08	PETERSO	11/2/1996	#23 HIGHV	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		6	Original	
11	Beaverhead	1124698	21	PRECINCT	4.53E+08	BUENRO	11/2/1996	#3 SWEDE	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		7	Original	
12	Beaverhead	1124764	22	PRECINCT	4.53E+08	WORREL	11/2/1996	#40 LOG H	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		8	Original	
13	Beaverhead	1124801	23	PRECINCT	4.53E+08	SINGER, J	11/2/1996	0 LEDGER	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		9	Original	
14	Beaverhead	1124835	24	PRECINCT	4.53E+08	HATFIELD	11/2/1996	0 BALLAN	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		10	Original	
15	Beaverhead	1124539	25	PRECINCT	4.53E+08	HAGGETT	11/2/1996	0 BOARDII	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		11	Original	
16	Beaverhead	1124573	2235	PRECINCT	4.53E+08	DUMKE, J	11/2/1996	0 CHIEF M	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		251	Original	
17	Beaverhead	1124590	26	PRECINCT	4.53E+08	HUFFAKE	11/1/1996	0 CUT BAN	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		12	Original	
18	Beaverhead	1124624	27	PRECINCT	4.53E+08	NORRIST	11/1/1996	0 DEATH R	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		13	Original	
19	Beaverhead	1124625	28	PRECINCT	4.53E+08	HIGGINS	11/1/1996	0 EAGLE R	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		14	Original	
20	Beaverhead	1124782	29	PRECINCT	4.53E+08	GREITL, A	11/1/1996	0 ESSEX ES	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		15	Original	
21	Beaverhead	1124799	30	PRECINCT	4.53E+08	KEHRER, J	0	HAYSTAI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		16	Original	
22	Beaverhead	1124816	31	PRECINCT	4.53E+08	MULAR, J	0	HAYSTAI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		17	Original	
23	Beaverhead	1124850	32	PRECINCT	4.53E+08	ROBERTS	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		18	Original	
24	Beaverhead	1124878	33	PRECINCT	4.53E+08	BERRY, A	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Void		19	Original	
25	Beaverhead	1124878	2257	PRECINCT	4.53E+08	BERRY, A	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		256	Reissued	Spc
26	Beaverhead	1124899	34	PRECINCT	4.53E+08	NELLUS, A	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		20	Original	
27	Beaverhead	1124955	35	PRECINCT	4.53E+08	STOREY, J	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		21	Original	
28	Beaverhead	1124960	36	PRECINCT	4.53E+08	CLARK, A	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		22	Original	
29	Beaverhead	1124995	37	PRECINCT	4.53E+08	DUMKE, J	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		23	Original	
30	Beaverhead	1125009	38	PRECINCT	4.53E+08	GIUDICI, J	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		24	Original	
31	Beaverhead	1125011	39	PRECINCT	4.53E+08	THROCKI	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		25	Original	
32	Beaverhead	1125021	40	PRECINCT	4.53E+08	FRIESZ, A	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		26	Original	
33	Beaverhead	1125056	41	PRECINCT	4.53E+08	CLARK, A	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		27	Original	
34	Beaverhead	1125109	42	PRECINCT	4.53E+08	HUSTED, J	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		28	Original	
35	Beaverhead	1125160	43	PRECINCT	4.53E+08	WHEELER	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		29	Original	
36	Beaverhead	1125164	44	PRECINCT	4.53E+08	STRAUGH	0	IN TOWI	PRECINCT	PREC_01	1	1	Cancelled	Deceased		Processed/Accepted		30	Original	
37	Beaverhead	1125194	45	PRECINCT	4.53E+08	WOFFOR	0	IN TOWI	PRECINCT	PREC_01	1	1	Active			Processed/Accepted		31	Original	

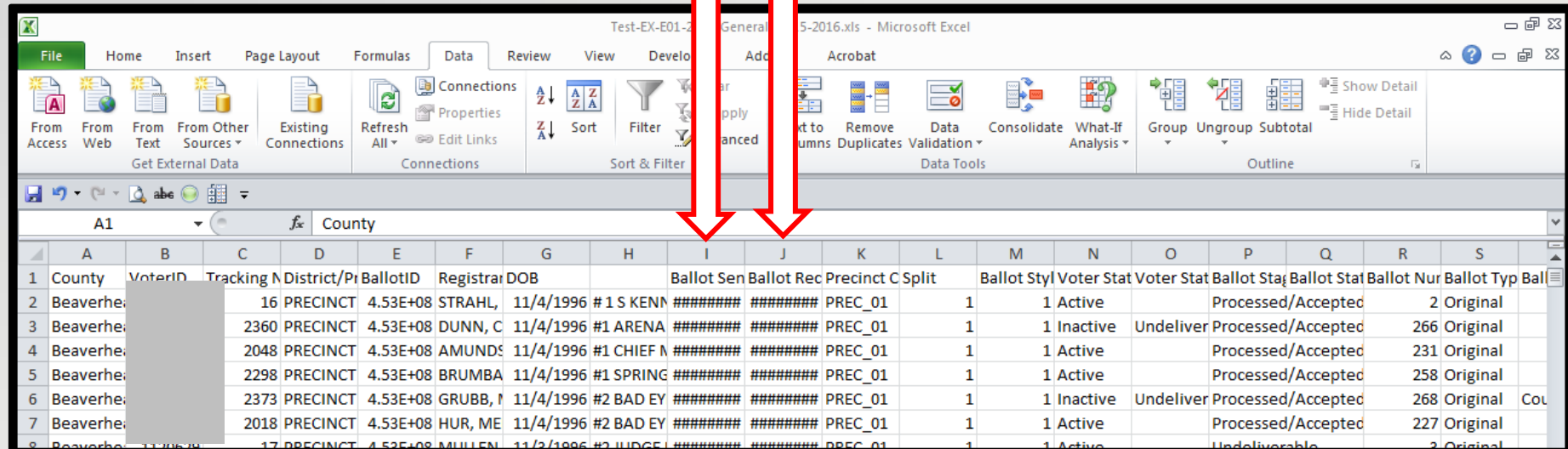
Notice there is a blank Row 2; select this and delete it as directed below.

1st: Left click on the "2" to select Row 2



2nd: Right click and choose Delete

This is how EX-E01 will look after deleting the blank row 2. You will notice that some of the columns are not wide enough to fit the contents



The screenshot shows an Excel spreadsheet with the following data:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S	
1	County	VoterID	Tracking N	District/P	BallotID	Registrar	DOB		Ballot Sen	Ballot Rec	Precinct C	Split	Ballot Styl	Voter Stat	Voter Stat	Ballot Sta	Ballot Stat	Ballot Nur	Ballot Typ	Ball
2	Beaverhe		16	PRECINCT	4.53E+08	STRAHL,	11/4/1996	#1 S KENN	#####	#####	PREC_01		1	1	Active		Processed/Accepted	2	Original	
3	Beaverhe		2360	PRECINCT	4.53E+08	DUNN, C	11/4/1996	#1 ARENA	#####	#####	PREC_01		1	1	Inactive	Undeliver	Processed/Accepted	266	Original	
4	Beaverhe		2048	PRECINCT	4.53E+08	AMUND	11/4/1996	#1 CHIEF N	#####	#####	PREC_01		1	1	Active		Processed/Accepted	231	Original	
5	Beaverhe		2298	PRECINCT	4.53E+08	BRUMBA	11/4/1996	#1 SPRING	#####	#####	PREC_01		1	1	Active		Processed/Accepted	258	Original	
6	Beaverhe		2373	PRECINCT	4.53E+08	GRUBB, M	11/4/1996	#2 BAD EY	#####	#####	PREC_01		1	1	Inactive	Undeliver	Processed/Accepted	268	Original	Cou
7	Beaverhe		2018	PRECINCT	4.53E+08	HUR, ME	11/4/1996	#2 BAD EY	#####	#####	PREC_01		1	1	Active		Processed/Accepted	227	Original	
8	Beaverhe		17	PRECINCT	4.53E+08	MULLEN	11/2/1995	#2 JUDGE	#####	#####	PREC_01		1	1	Active		Undeliverable	2	Original	

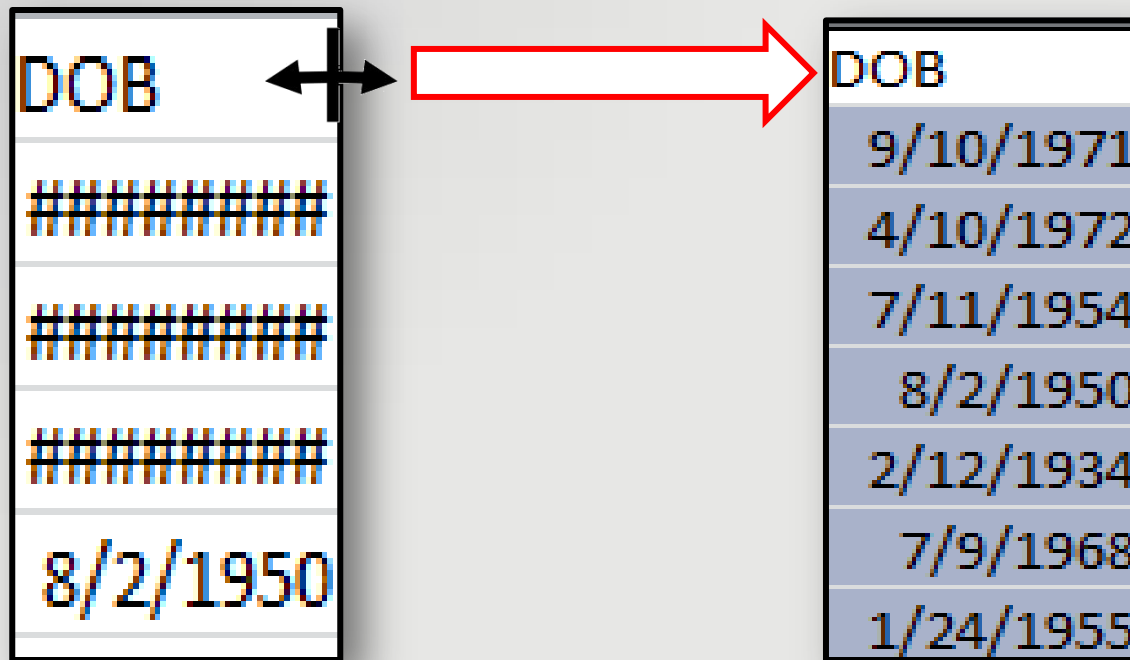
Widening Columns



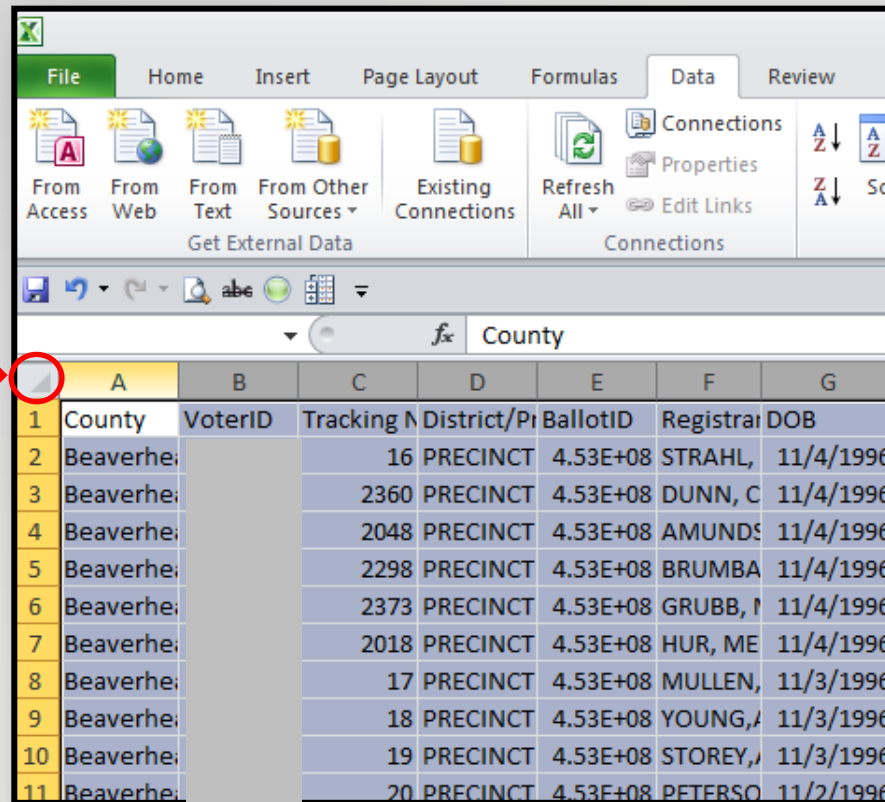
To widen a column so that you can see all of its contents, position the mouse over the **line between the columns** so that the cursor becomes a **double black arrow**, then left click, hold, and drag the arrow to the right



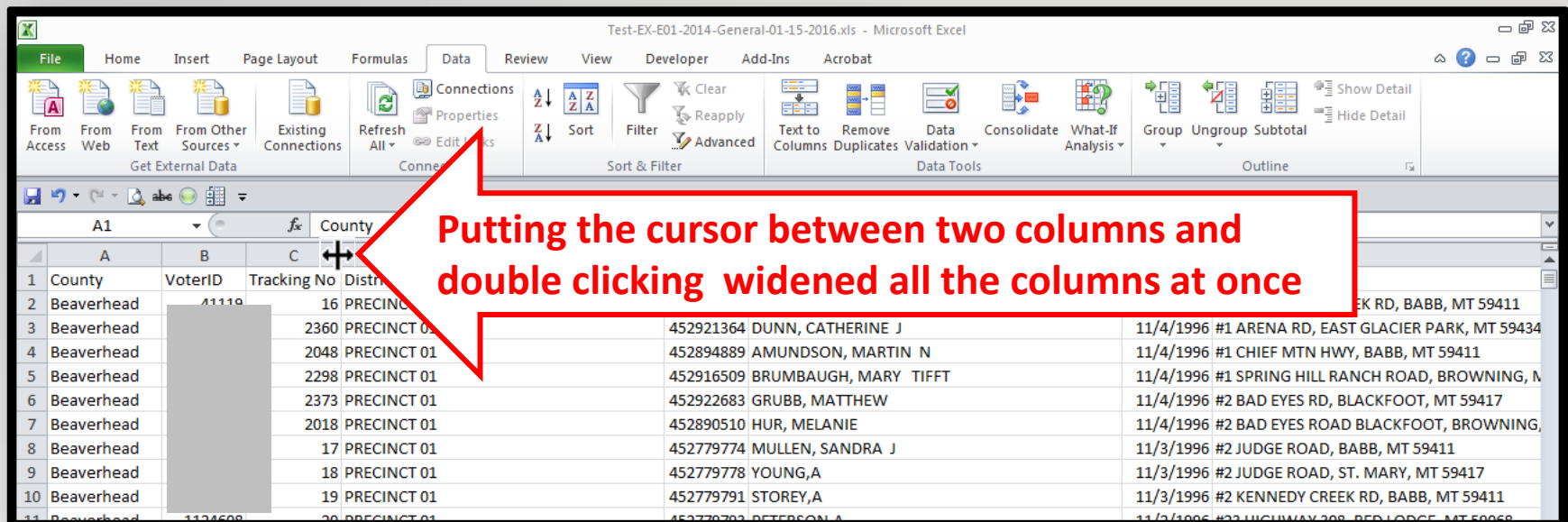
For example, in the first screen shot below, the DOB column data is not completely visible, while in the second screen shot the column has been widened by **clicking and dragging the double arrow to the right**



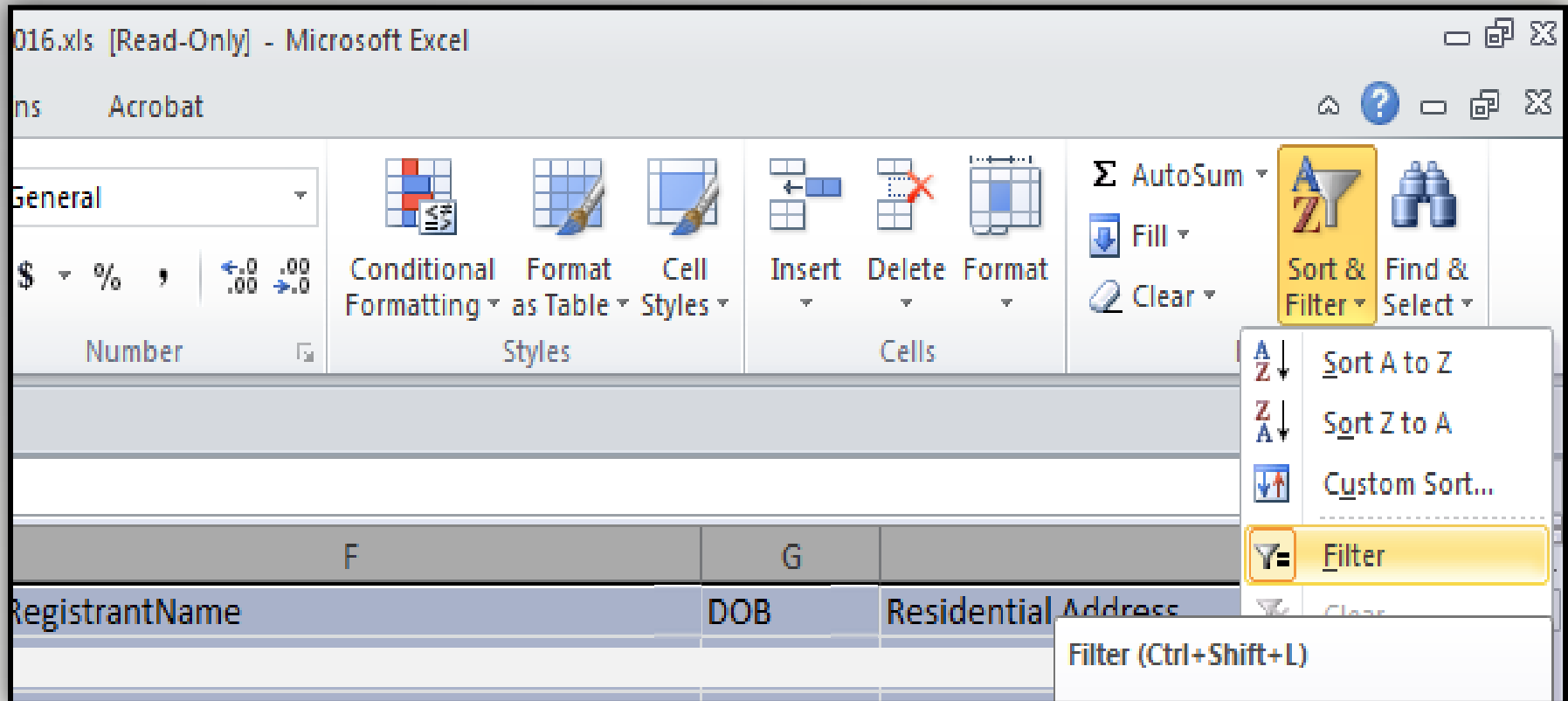
To choose all columns, click the icon in the corner between the first row number and first column letter



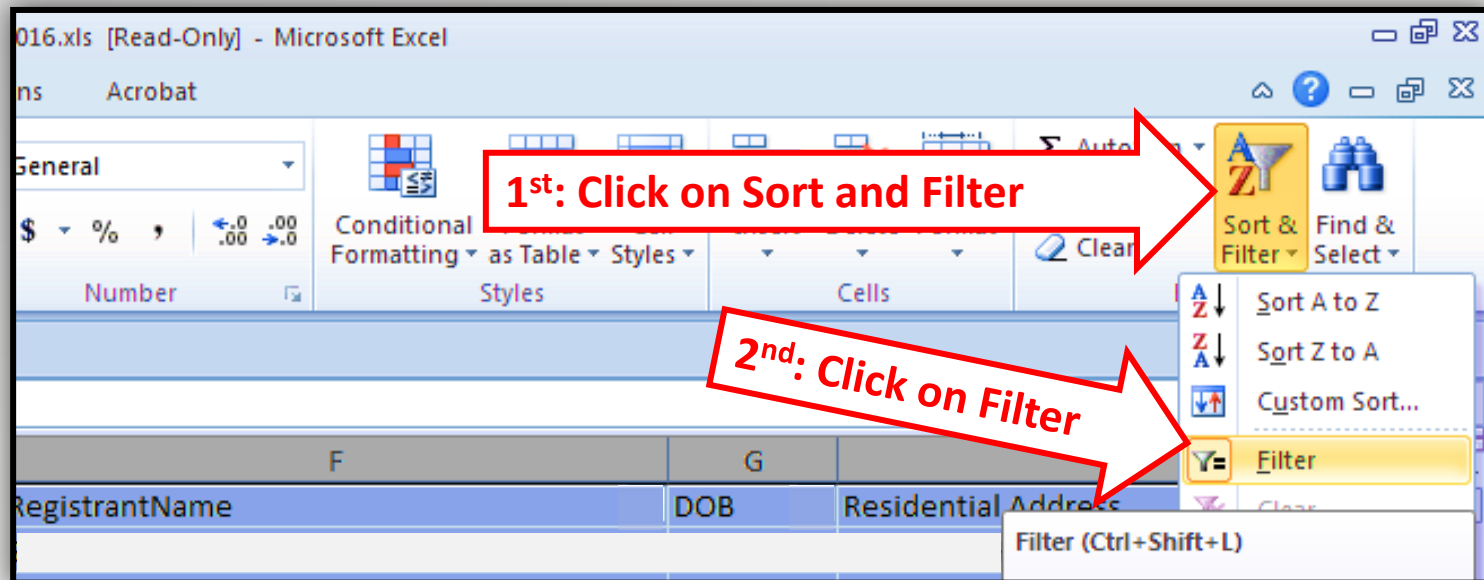
Hover your mouse between **any two columns** until you see the **double arrow**, then double-click the left mouse button. You will see that all of the columns have been **widened** to fit the data.



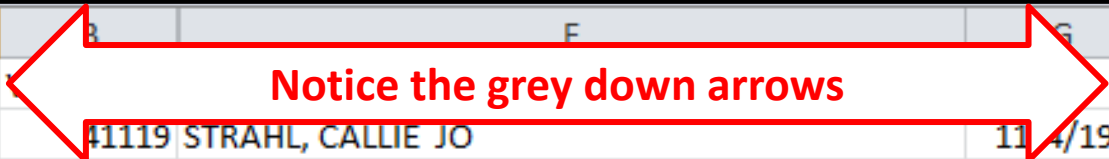
Filtering the Export



Filtering allows you to view only the data that you want to view. To filter the list, on the Home tab choose the selections below (or place your cursor in the first cell and hit CTRL-SHIFT-L).



You will see that each column now has a gray box with a down arrow in the box



	A	B	E	G
1	County ▾			▾
2	Beaverhead	41119	STRAHL, CALLIE JO	11/4/1996
3	Beaverhead		DUNN, CATHERINE J	11/4/1996
4	Beaverhead		AMUNDSON, MARTIN N	11/4/1996
5	Beaverhead		BRUMBAUGH, MARY TIFFT	11/4/1996
6	Beaverhead		GRUBB, MATTHEW	11/4/1996
7	Beaverhead		HUR, MELANIE	11/4/1996
8	Beaverhead		MULLEN, SANDRA J	11/3/1996
9	Beaverhead		YOUNG,A	11/3/1996
10	Beaverhead		STOREY,A	11/3/1996
11	Beaverhead		PETERSON,A	11/2/1996
12	Beaverhead		BUENROSTRO,A	11/2/1996
13	Beaverhead		WORRELL,A A	11/2/1996
14	Beaverhead		SINGER,A A D III	11/2/1996
15	Beaverhead		HATFIELD,A ALLAN	11/2/1996

Let's say that you only want to see Undeliverable ballots. Scroll over to the **Ballot Stage/Status** column, then do the steps below.

L	M	N	O	P
Split	Ballot S	Voter Status	Voter S	Ballot Stage/Status
1	1	Active	A	Sort A to Z
1	1	Inactive	Z	Sort Z to A
1	1	Active	A	Sort by Color
1	1	Active		Clear Filter From "Ballot Stage/Status"
1	1	Inactive		Filter by Color
1	1	Active		Text Filters
1	1	Active		Search
1	1	Active		<input checked="" type="checkbox"/> (Select All)
1	1	Active		<input type="checkbox"/> Cancelled/Void
1	1	Active		<input type="checkbox"/> Prepared
1	1	Active		<input type="checkbox"/> Prepared/Void
1	1	Active		<input type="checkbox"/> Processed/Accepted
1	1	Active		<input type="checkbox"/> Processed/Rejected
1	1	Active		<input type="checkbox"/> Processed/Void
1	1	Active		<input type="checkbox"/> Received/Accepted
1	1	Active		<input type="checkbox"/> Received/Void
1	1	Active		<input type="checkbox"/> Sent
1	1	Active		<input type="checkbox"/> Sent/Void
1	1	Active		<input checked="" type="checkbox"/> Undeliverable
1	1	Active		<input type="checkbox"/> Undeliverable/Void
1	1	Active		
1	1	Active		
1	1	Active		
1	1	Active		
1	1	Active		
1	1	Active		

1st: Click on the Filter arrow for the Ballot Stage/Status column

2nd: Uncheck the boxes so that only the Undeliverable box is checked

3rd: Click OK

Before you begin applying filters, to easily see the **Voter IDs**, you can “freeze” the applicable columns. The steps below will freeze the **columns to the left of, and the row above, the selected cell**.

Test-EX-E01-2014-General-01-15-2016.xls - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Add-ins Acrobat

2nd: In the View menu, click Freeze Panes

3rd: Choose the Freeze Panes option

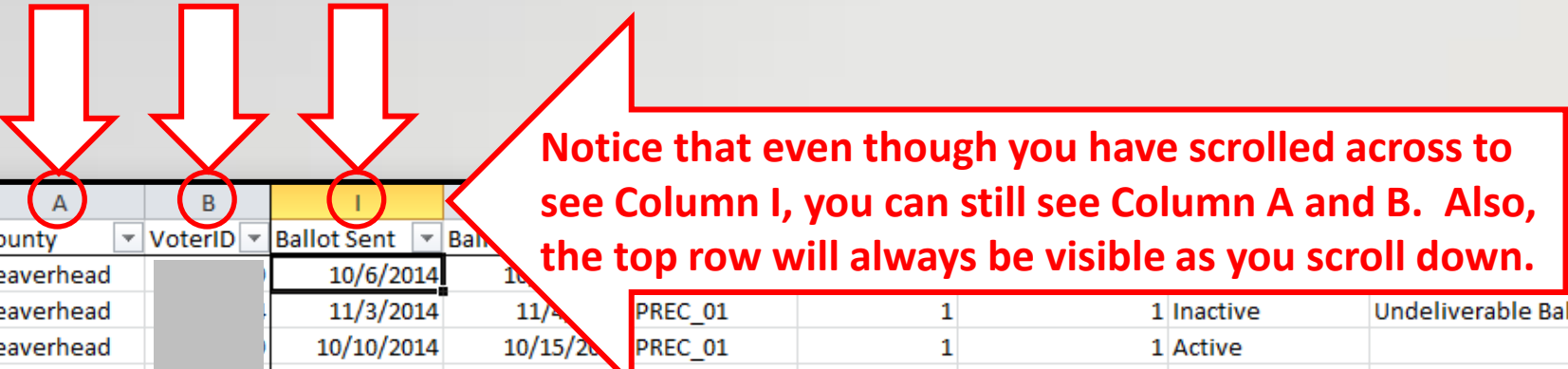
1st: Put your cursor here to freeze the data to the left and above it

Freeze Panes

- Keep rows and columns visible while the rest of the worksheet scrolls (based on current selection).
- Freeze Top Row
- Keep the top row visible while scrolling through the rest of the worksheet.


	A	B	C	D	E
1	County	VoterID	Tracking ID	Dis	
2	Beaverhead	41119	16		
3	Beaverhead	50774	2360	PRE	CT 01

Now when you scroll over, it will keep **Column A and B as the first columns**, even though they would otherwise not be visible as you scroll across, and it will **keep Row 1 as the first row when you scroll down**.



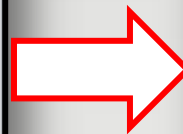
	A	B	I						
1	County	VoterID	Ballot Sent	Ballot					on
2	Beaverhead		10/6/2014	10/6/2014					
3	Beaverhead		11/3/2014	11/3/2014	PREC_01	1	1	Inactive	Undeliverable Ballot
4	Beaverhead		10/10/2014	10/15/2014	PREC_01	1	1	Active	
5	Beaverhead		10/30/2014	10/31/2014	PREC_01	1	1	Active	


Changing the Filters

Search 

- ☒ (Select All)
- ☐ Cancelled/Void
- ☐ Prepared
- ☐ Prepared/Void
- ☐ Processed/Accepted
- ☐ Processed/Rejected
- ☐ Processed/Void
- ☐ Received/Accepted
- ☐ Received/Void
- ☐ Sent
- ☐ Sent/Void
- ☒ Undeliverable
- ☐ Undeliverable/Void

OK Cancel

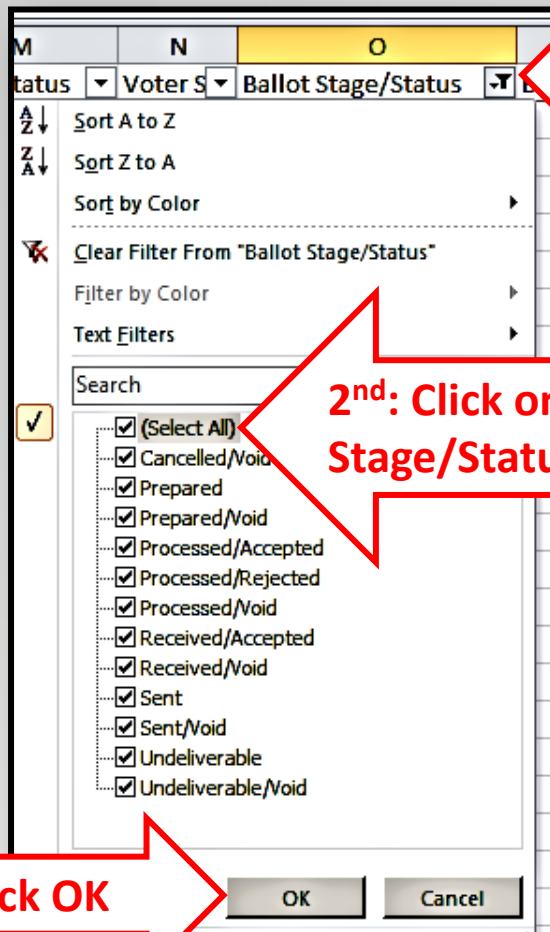


☒ Search 

- ☒ (Select All)
- ☒ Cancelled/Void
- ☒ Prepared
- ☒ Prepared/Void
- ☒ Processed/Accepted
- ☒ Processed/Rejected
- ☒ Processed/Void
- ☒ Received/Accepted
- ☒ Received/Void
- ☒ Sent
- ☒ Sent/Void
- ☒ Undeliverable
- ☒ Undeliverable/Void

OK Cancel

Let's choose only people issued a ballot **the day before election day**. First, remove the **Undeliverable** filter from Ballot Stage/Status



1st: Click on the Ballot Stage/Status arrow to change the filter options

2nd: Click on "Select All" so that you can see all Ballot Stage/Statuses rather than just Undeliverable

3rd: Click OK

Now click on the **Ballot Sent** column filter arrow, click the **Select All** box to remove all checks, then check only the box for **November 3**.

1st: Click on the Ballot Sent arrow

2nd: Unclick the Select All Box

3rd: Only check the November 03 box

4th: Click OK

	A	B	I
1	County	VoterID	Ballot Sent
2	Sort Oldest to Newest		
3	Sort Newest to Oldest		
4	Sort by Color		
5	Clear Filter From "Ballot Sent"		
6	Filter by Color		
7	Date Filters		
8	Search (All)		
9	<input checked="" type="checkbox"/> (Select All)		
10	<input checked="" type="checkbox"/> 2014		
11	<input type="checkbox"/> September		
12	<input type="checkbox"/> October		
13	<input checked="" type="checkbox"/> November		
14	<input type="checkbox"/> 01		
15	<input type="checkbox"/> 02		
16	<input checked="" type="checkbox"/> 03		
17	<input type="checkbox"/> 04		
18	<input type="checkbox"/> 05		

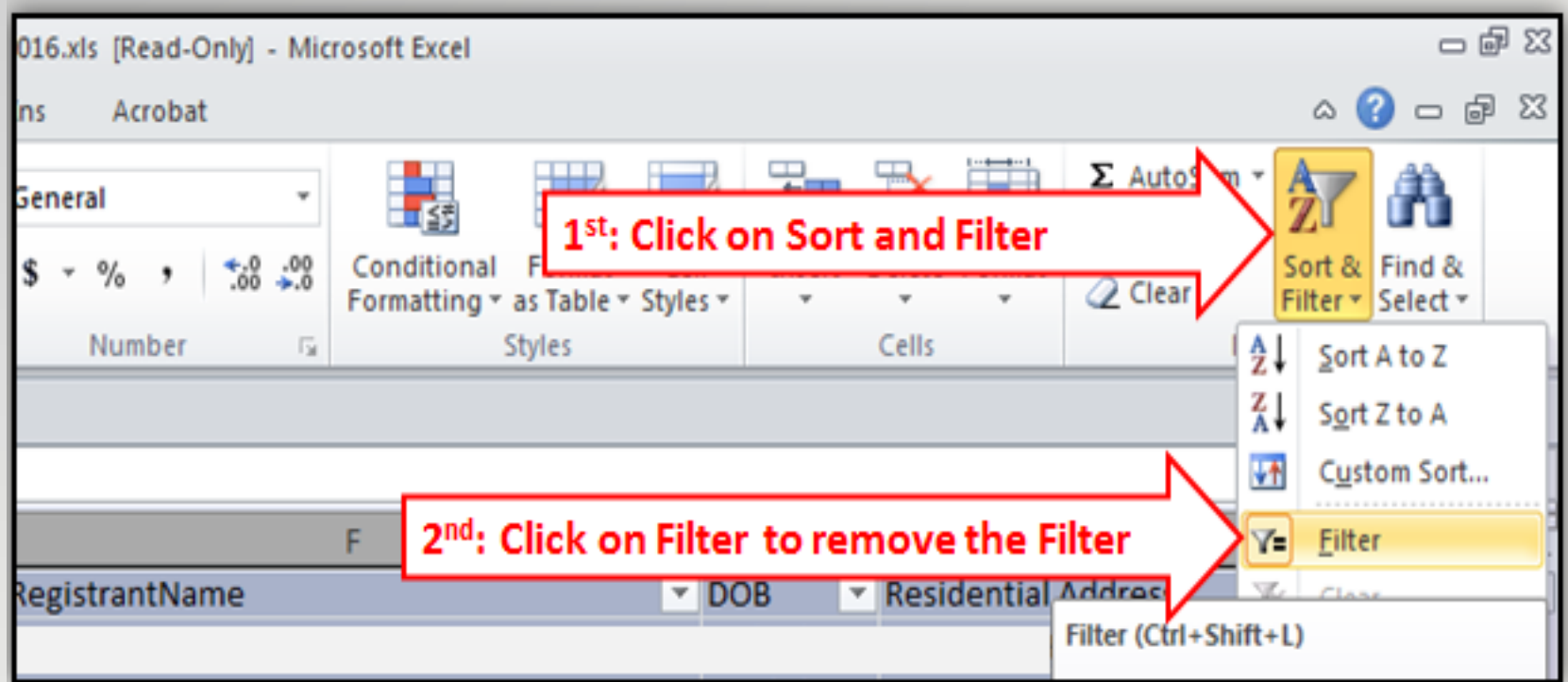
Now you can see only people who were issued a ballot November 3, the day **before** election day.

	A	B	I		
1	County ▼	VoterID ▼	Ballot Sent ▼		
3	Beaverhead		11/3/2014	11/4/2014	PREC_01
106	Beaverhead		11/3/2014	11/3/2014	PREC_01
			11/3/2014	11/3/2014	PREC_01
105	Beaverhead		11/3/2014	11/3/2014	PREC_01
210	Beaverhead		11/3/2014	11/3/2014	PREC_01
273	Beaverhead		11/3/2014	11/4/2014	PREC_01

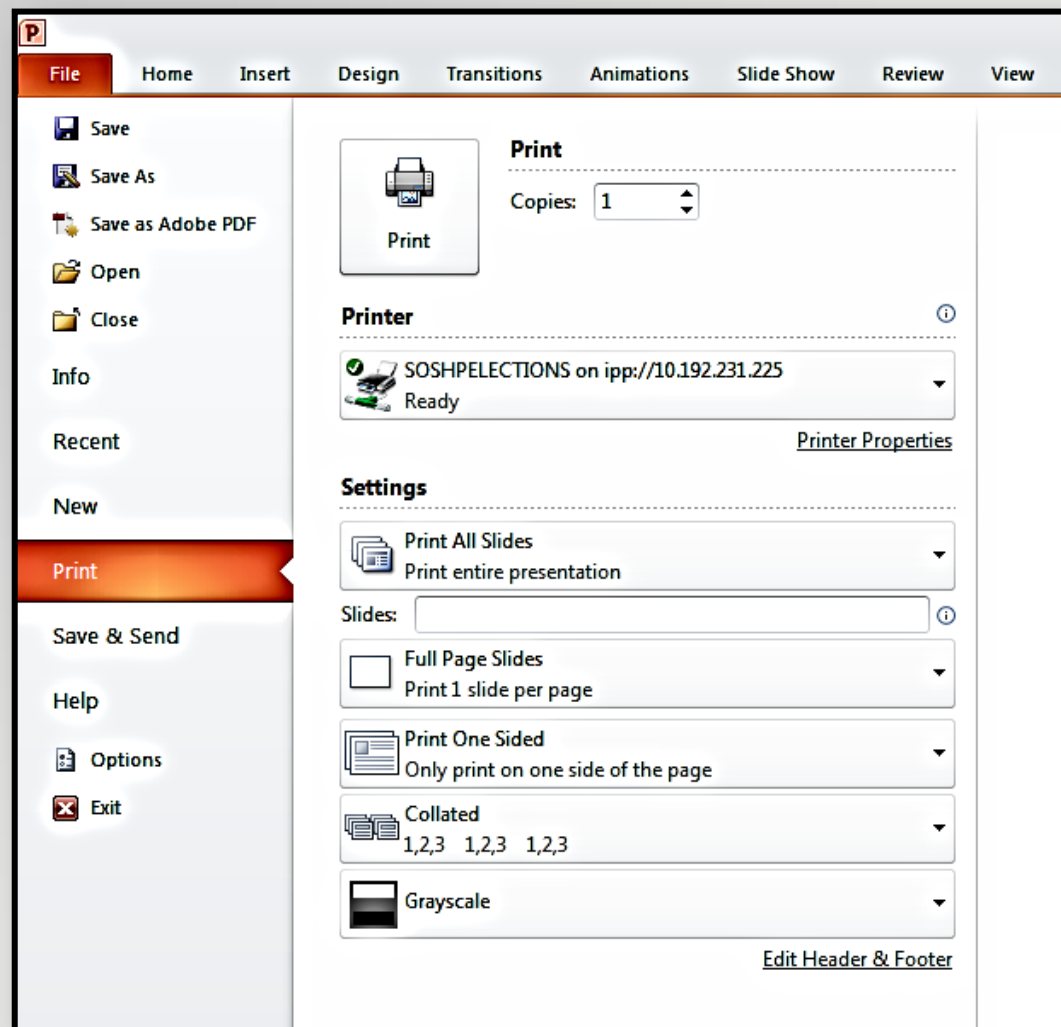
This icon shows that a filter has been applied to the column

Only ballots issued the day before election day will be showing

If at any time you want to **remove the filter** in order to see all of the ballots, select the Home Tab and repeat the steps below that you used in order to create the filter.



Printing the Export



If you want to print only the information for people who were sent ballots before election day, you can hide any columns you don't want to print.

Hide by left clicking the column header, such as "C,"

Right click and choose Hide.

Select the Columns to hide by left clicking a column letter, holding the left mouse button, and scrolling over the Column letters such as "C," "D," and "E."

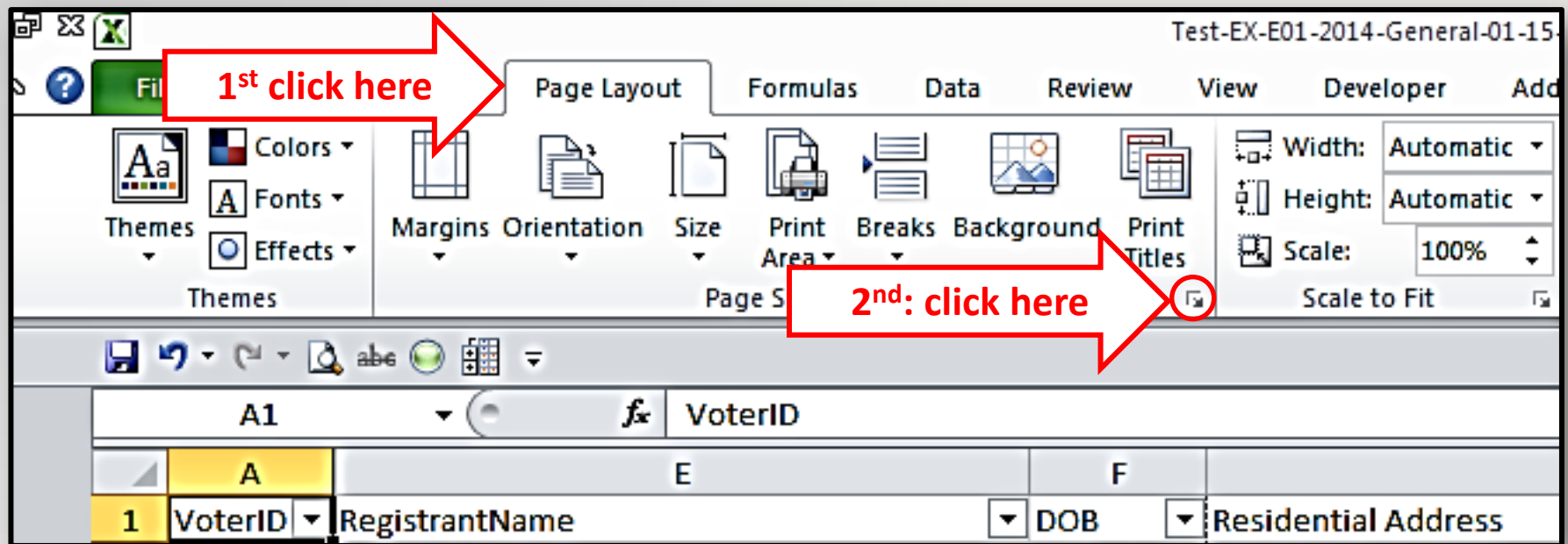
Right click and choose Hide.

Warning! These instructions are for formatting an Export for **printing**. If you are formatting an Export for emailing or otherwise providing electronically, and you do not wish to include certain columns, select and **delete** them rather than hiding them

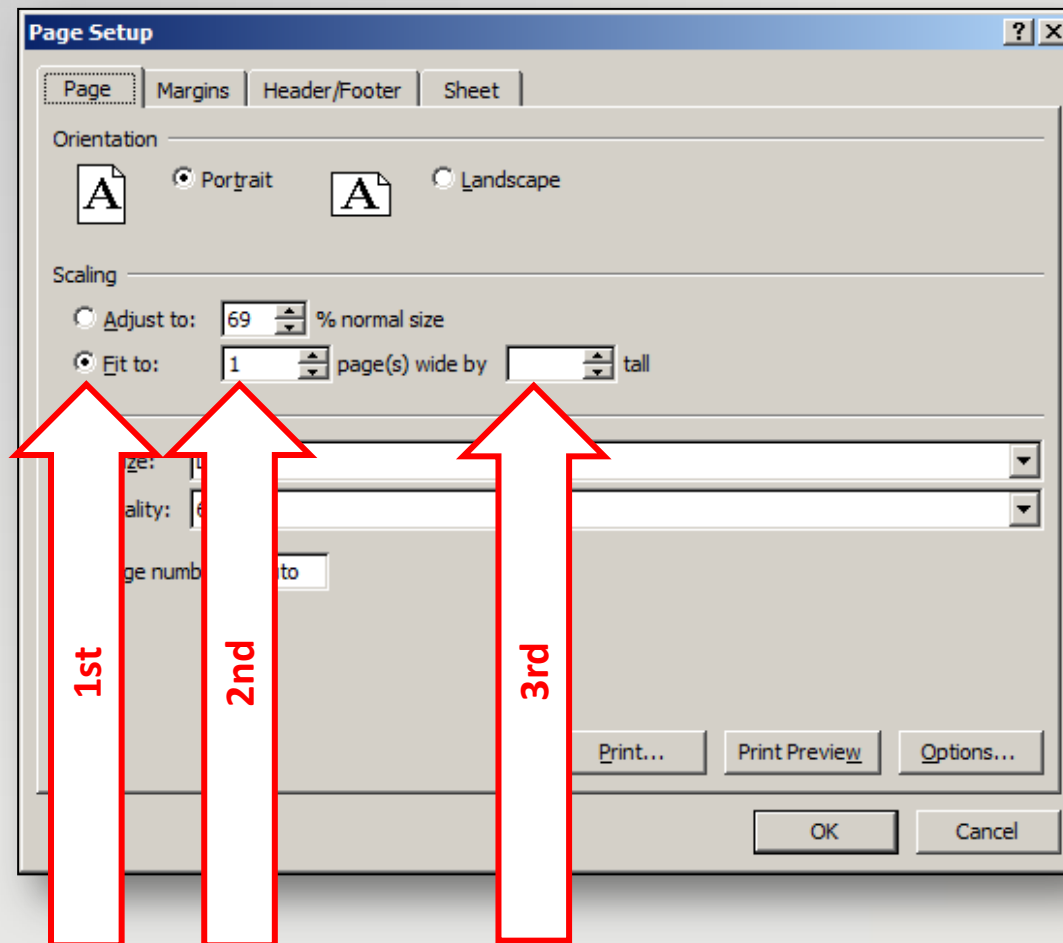
2369	PRECINCT 12
2358	PRECINCT 12
2350	PRECINCT 14
2362	PRECINCT 14
2349	PRECINCT 14
2359	PRECINCT 14
2345	PRECINCT 14
2361	PRECINCT 02
2365	PRECINCT 02
2341	PRECINCT 02
2342	PRECINCT 02
2366	PRECINCT 02
2363	PRECINCT 02
2370	PRECINCT 23



Next, in order to make your columns fit on one page, in the **Page Layout** menu, click on the small arrow in the bottom right hand corner.



In the Page Setup menu that appears, choose to fit your data to 1 page wide by [blank] pages tall.



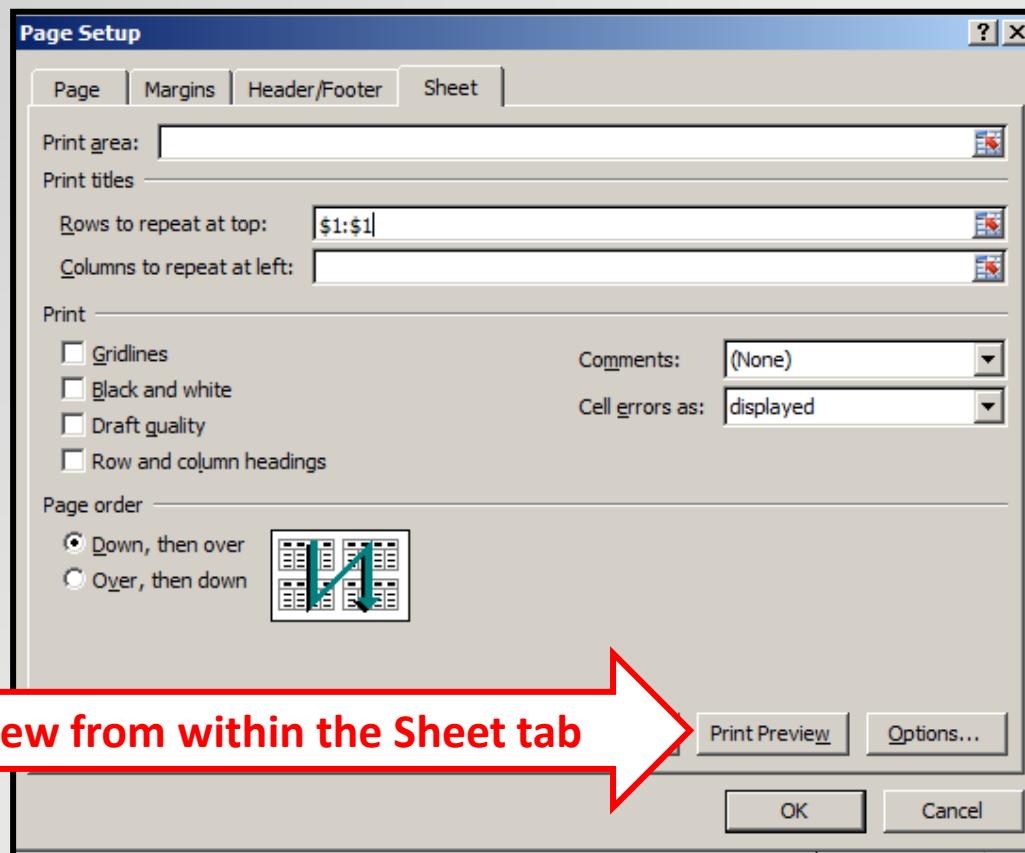
To repeat the **header rows** at the top on each page of your printout, click on the Sheet tab, click in the “Rows to repeat at top:” area, and choose the first row.

The screenshot shows the 'Page Setup' dialog box in Microsoft Excel, with the 'Sheet' tab selected. The 'Rows to repeat at top:' field is set to '\$1:\$1'. Three red arrows point to specific elements in the dialog box, each with a corresponding text box:

- 1st: Click on Sheet tab** - Points to the 'Sheet' tab in the 'Print titles' section.
- 2nd: Click on Row 1** - Points to the 'Row 1' in the 'Rows to repeat at top:' field.
- 3rd: After clicking on Row 1, this information will autofill, or you can enter it manually** - Points to the '\$1:\$1' text in the 'Rows to repeat at top:' field.

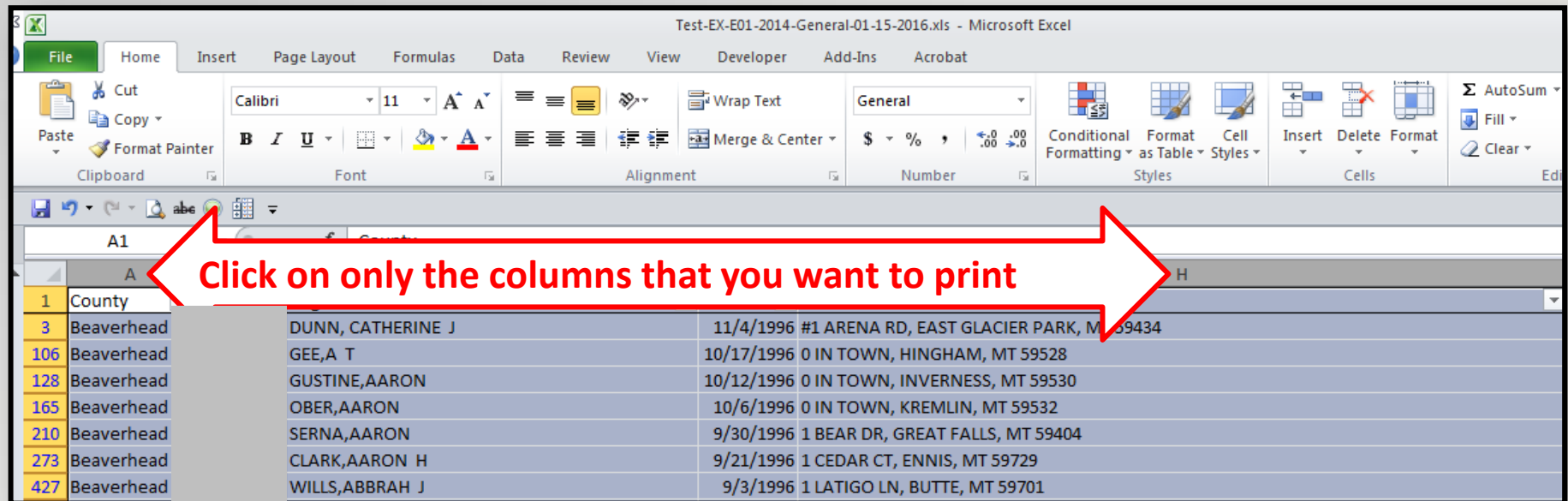
The background shows an Excel spreadsheet with columns A through G and rows 1 through 1617. The first row (Row 1) contains the headers: County, VoterID, RegistrantName, DOB, and Residential Address. The subsequent rows (3, 106, 128, 165, 210, 273, 427, 445, 584, 599, 616, 659, 712, 925, 1026, 1027, 1084, 1100, 1102, 1267, 1490, 1617) all contain the word 'Beaverhead' in column A.

Next, within the Sheet tab, click on **Print Preview**.



Choose Print Preview from within the Sheet tab

You will notice that there are too many columns in the Export to print. To help with this, go to your document and select only the columns that you want to print.



The screenshot shows the Microsoft Excel interface with the file name "Test-EX-E01-2014-General-01-15-2016.xls". The ribbon is set to "Home". A red arrow points from the text "Click on only the columns that you want to print" to the column headers (A, B, C, D, E, F, G, H) in the worksheet. The worksheet data is as follows:

	A	B	C	D	E	F	G	H
1	County							
3	Beaverhead	DUNN, CATHERINE J	11/4/1996	#1 ARENA RD, EAST GLACIER PARK, M	69434			
106	Beaverhead	GEE, A T	10/17/1996	0 IN TOWN, HINGHAM, MT 59528				
128	Beaverhead	GUSTINE, AARON	10/12/1996	0 IN TOWN, INVERNESS, MT 59530				
165	Beaverhead	OBER, AARON	10/6/1996	0 IN TOWN, KREMLIN, MT 59532				
210	Beaverhead	SERNA, AARON	9/30/1996	1 BEAR DR, GREAT FALLS, MT 59404				
273	Beaverhead	CLARK, AARON H	9/21/1996	1 CEDAR CT, ENNIS, MT 59729				
427	Beaverhead	WILLS, ABBRAH J	9/3/1996	1 LATIGO LN, BUTTE, MT 59701				

Go to **File, Print**. Under Settings, choose **Print Selection** to only print the columns that you selected.

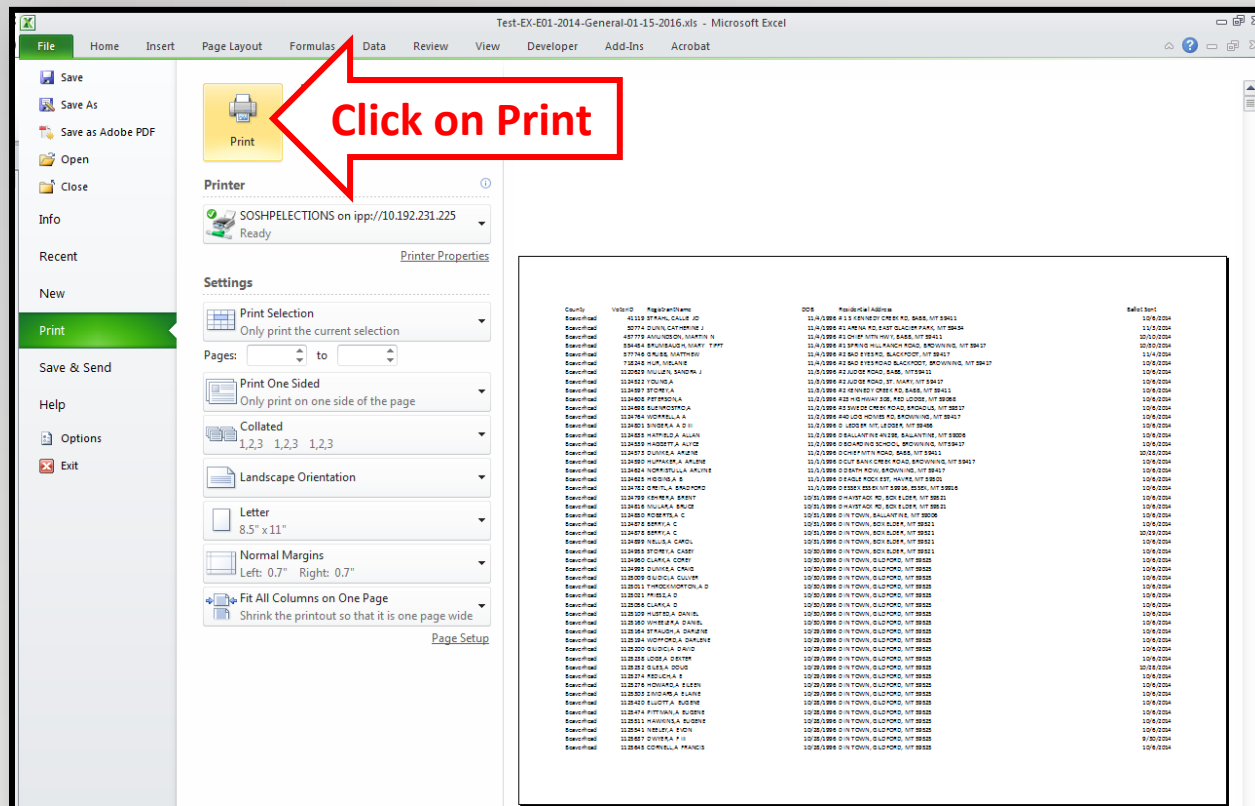
The screenshot shows the Microsoft Excel interface with the 'File' menu open. The 'Print' option is highlighted. A red arrow points to the 'File' menu with the text '1st: Click on File'. Another red arrow points to the 'Print' option with the text '2nd: Click on Print'. A third red arrow points to the 'Print Selection' option under the 'Print' menu with the text '3rd: Click on Print Selection to only print the selected columns'. The 'Print' settings panel is visible, showing 'Print Selection' as the selected option. The background shows a data table with columns for County, Vehicle ID, Registrant Name, DOB, Residential Address, and Select Date.

You will notice that the font sizes are quite small. To help with this, under Portrait Orientation, choose **Landscape** instead.

Choosing Landscape Orientation may make the columns fit better going across.

County	Voter ID	Registration Name	DOB	Residential Address	Ballot Sent
Sanverhood	30774	DUNN, CATHERINE J	11/4/1996	41 ARENA RD, EAST GLACIER PARK, MT 59434	11/3/2014
Sanverhood	1128263	OSTA, T	10/27/1996	6 DIN TOWN, HINGHAM, MT 59328	11/3/2014
Sanverhood	1128266	GUSTINE, AARON	10/12/1996	6 DIN TOWN, HINGHAM, MT 59328	11/3/2014
Sanverhood	30004002	GUSTINE, AARON	10/6/1996	6 DIN TOWN, HINGHAM, MT 59328	11/3/2014
Sanverhood	48005557	STELLA, AARON	9/30/1996	1 SEAK DR, GREAT FALLS, MT 59404	11/3/2014
Sanverhood	480021274	CLARK, AARON H	9/21/1996	1 CEDAR CT, ENNIS, MT 59719	11/3/2014
Sanverhood	1128978	WILLS, ASHLEY J	9/8/1996	1 LATIGO LN, BUTTE, MT 59701	11/3/2014
Sanverhood	1128440	FLYNN, ASHLEY S	8/31/1996	1 MALLARD LN, SOZEMAN, MT 59718	11/3/2014
Sanverhood	1127362	SKIDDS, ASHLEY M	8/13/1996	1 SPRUCE DR, MILES CITY, MT 59301	11/3/2014
Sanverhood	1128272	SOHA, ACCAGIA D	8/11/1996	1 SUNNY GROVE, WHITEHALL, MT 59759	11/3/2014
Sanverhood	1128196	SKIDDS, ADA	8/9/1996	1 TUMBLEWEED CT, POKYTH, MT 59327	11/3/2014
Sanverhood	30005556	ROBERTSON, ADAM	8/5/1996	1 WIND SOCK AVE, PORT PECK, MT 59223	11/3/2014
Sanverhood	480021257	HOPKINS, ADAM	7/31/1996	10 AVALON, THREE FORKS, MT 59352	11/3/2014
Sanverhood	1128551	CLARK, ADAM WESLEY	7/8/1996	10 HAYMS ST, ASSAHOKEE, MT 59001	11/3/2014
Sanverhood	1128454	WESSTER, ADRIANE E	6/28/1996	10 MOUNTAIN MEADOWS LN, THOMPSON FALLS, MT 59373	11/3/2014
Sanverhood	1128473	RICE, ADRIANE P	6/28/1996	10 MOUNTAIN MEADOWS LN, THOMPSON FALLS, MT 59373	11/3/2014
Sanverhood	300055463	WINDLAND, ADRIANE S	6/21/1996	10 PECAN LN, BILLINGS, MT 59105	11/3/2014
Sanverhood	300020109	ELKHOOD, ADRIAN ALLEN	6/19/1996	10 POMMERS STREET LN, DIXON, MT 59831	11/3/2014
Sanverhood	300022055	ELKHOOD, ADRIAN C	6/18/1996	10 PONDEROSA CT, COLTS RP, MT 59325	11/3/2014
Sanverhood	1127999	LONG, ADRIAN E	5/31/1996	10 WHITEHALL DR, WHITEHALL, MT 59759	11/3/2014
Sanverhood	1128451	WATKIN, ALAN	5/8/1996	100 E BROADWAY ST, BUTTE, MT 59701	11/3/2014
Sanverhood	480051456	LESLIE, ALAN D	4/26/1996	100 HANCOCK HALL, SOZEMAN, MT 59718	11/3/2014
Sanverhood	480021374	LESLIE, ALAN EDWARD	4/22/1996	100 HANCOCK HALL, SOZEMAN, MT 59718	11/3/2014
Sanverhood	1128786	RODRIGUEZ, ALAN R	4/7/1996	100 LANGFORD HALL, SOZEMAN, MT 59718	11/3/2014
Sanverhood	1127003	SAUTER, ALANSON C III	3/27/1996	100 PHEASANT RIDGE CT, POLSON, MT 59850	11/3/2014
Sanverhood	1128873	NORDQUIST, ALBERT	3/23/1996	100 RIVERSIDE RD, GALLSFALL, MT 59601	11/3/2014
Sanverhood	1124621	NAVARRO, ALKIS	2/17/1996	1000 HARMONY CT, GALLSFALL, MT 59601	11/3/2014
Sanverhood	1128560	CRANE, ALENE M	2/16/1996	1000 KENAS RD N, GALLSFALL, MT 59601	11/3/2014
Sanverhood	1128410	CRANE, ALETA	2/15/1996	1000 LUCINDA LN, ALBERTON, MT 59820	11/3/2014
Sanverhood	1128759	SUNERAM, ALEX	2/8/1996	1000 ST PHENIX AVE APT 5, MISSOULA, MT 59801	11/3/2014
Sanverhood	48003002	CONNORS, ALEX G	2/4/1996	1000 UPPER HIGHWOOD CK RD, HIGHWOOD, MT 59450	11/3/2014
Big Horn	604651	SMITH, ALEXANDER	1/25/1996	1001 MAIN ST, DEER LODGE, MT 59722	11/3/2014
Big Horn	608276	SMITH, ALEXANDER BORS	1/24/1996	1001 MONTANA AVE, LAUREL, MT 59044	11/3/2014
Big Horn	608972	KILLPATRICK, ALEXANDRA	1/12/1996	1002 10TH AVE NE, POPLAR, MT 58255	11/3/2014
Big Horn	480055457	SADLER, ALEXIS KENEZ	12/25/1995	1003 14TH AVE E, POLSON, MT 59850	11/3/2014
Big Horn	480055523	ROBERTS, ALP	12/23/1995	1003 2ND ST N, HAVRE, MT 59501	11/3/2014
Big Horn	480021376	SHIELDS, ALPHEA	12/22/1995	1003 4TH AVE WEST N, COLUMBIA FALLS, MT 59912	11/3/2014
Big Horn	480055673	KUNTZ, ALI L	12/11/1995	1004 25TH AVE SW, GREAT FALLS, MT 59404	11/3/2014
Big Horn	480055532	LITTLELIGHT, ALIA	12/11/1995	1004 25TH ST E, MOUNDVIL, MT 59072	11/3/2014
Big Horn	27491	DANIELS, ALICE	12/8/1995	1004 SKY ST, HAVRE, MT 59501	11/3/2014
Big Horn	608471	PENNER, ALICE A	11/30/1995	1004 N MONTANA AVE, MILES CITY, MT 59301	11/3/2014
Big Horn	608471	PENNER, ALICE A	11/30/1995	1004 N MONTANA AVE, MILES CITY, MT 59301	11/3/2014
Big Horn	608728	RUEBEN, ALICE ANN	11/30/1995	1004 N PARK AVE, HELENA, MT 59601	11/3/2014
Big Horn	480021377	HODAN, ALICE J	11/30/1995	1005 8TH AVE W, GALLSFALL, MT 59601	11/3/2014
Big Horn	608483	TACKER, ALICE M	11/24/1995	1005 GRANT AVE, HAVRE, MT 59501	11/3/2014
Big Horn	608280	SPOTTSCORSE, ALICE M	11/30/1995	1005 GALLEY DR, BILLINGS, MT 59102	11/3/2014
Big Horn	608925	SPOTTSCORSE, ALICE M	11/8/1995	1005 KIMCOCK RD, BILLINGS, MT 59102	11/3/2014
Big Horn	608363	HOWE, ALICE M	11/8/1995	1005 S OGDON ST, BUTTE, MT 59701	11/3/2014
Big Horn	300061294	CLACKOW, ALICE MARIE	11/8/1995	1005 W BROADWAY ST, BUTTE, MT 59701	11/3/2014

Now you can **Print** the Export; remember that if you instead choose to send it electronically, first delete any columns that you do not wish to include



Running Reports

A close-up, slightly blurred photograph of a person's hand holding a pen, poised to write on a document. The person is wearing a dark-colored watch with a light face. The background is out of focus, showing what appears to be a desk and other papers.

MT Votes makes running reports pretty easy. You simply select the report (1), feed the report the parameters (2) and select **Run Report**.

Reports

[Voter Registration](#)
[Election Management](#)
[Districts & Precincts](#)
[Petitions](#)
[Election Workers](#)
[Address Library](#)
[Labels](#)
[Ballot Processing](#)
[Master Lookups](#)
[Close](#)

County
 Custer

Election
 14 Municipal General 2015 - 11/03/2015

Precincts
 District
Precincts
☐ All (Deleted precincts will be included on report)
☐ WASHINGTON SCH - 1-38
☐ CCDHS - 2-38
☐ HIGHLAND PARK SCH - 3-38
☐ JEFFERSON SCH - 4-38

Ballot Style
☐ All Ballot Styles
 Description
☐ WARD1-WASHNGT
☐ WARD2-CCDHS
☐ WARD3-HIGHL
☐ WARD4-JEFFERS

Budget Group
 All

Date Range
 Sent Receive
 From To

Absentee Type
☐ All Absentee Types
☐ Absentee List
☐ Civilian Overseas
☐ Election Specific

NVRA Notice Type
☐ 1st Notice
☐ 2nd Notice
☐ Cancellation of voters

Ballot Stages
☐ All ☐ Exclude 'Sent/Void' ballots
 Description
☐ Certified
☐ Not Requested

Code	Name	Sort Order
EX-E01	Export for Absentee Voters in an Election	BALLOT-STYLE
EX-E015	Export for Absentee Type Date Range	BALLOT-SEQUENCE
EX-E016	Candidate List	LASTNAME
E-001	Absentee Voters for an Election	FIRSTNAME
E-005	Election Districts Included In Election	MIDDLENAME

☐ Include Confidential Voters

Export **Cancel** **Run Report**

Not all parameters are required! If you attempt to run the report and it does not contain a required parameter, MT Votes will notify you with a red flashing exclamation blob.



Reports

Select item from the list [Voter Search](#) [Help](#)

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[Election Management](#)
[Districts & Precincts](#)
[Petitions](#)
[Election Workers](#)
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County
Custer

Precincts
District
Precincts
☐ All (Deleted precincts will be included on report)
☐ WASHINGTON SCH - 1-38
☐ CCDHS - 2-38
☐ HIGHLAND PARK SCH - 3-38
☐ JEFFERSON SCH - 4-38

☐ **Range**
From: WASHINGTON SCH - 1-38
To: WASHINGTON SCH - 1-38

Absentee Type
☐ All Absentee Types
☐ Absentee List
☐ Civilian Overseas
☐ Election Specific

NVRA Notice Type
☒ 1st Notice
☐ 2nd Notice
☐ 3rd Notice
☐ 4th Notice
☐ No Notice

Election
14 Municipal General 2015 - 11/03/2015

Ballot Style
☐ All Ballot Styles
Description
☐ WARD1-WASHNGT
☐ WARD2-CCDHS
☐ WARD3-HIGHL
☐ WARD4-JEFFERS

Budget Group
All

Date Range
Sent Receive
From To

Ballot Stages
☐ All ☐ Exclude 'Sent/Void' ballots
Description
☐ Certified
☐ Not Requested

Code	Name	Sort Order
EX-E01	Export for Absentee Voters in an Election	BALLOT-STYLE
EX-E015	Export for Absentee Type Date Range	BALLOT-SEQU...
EX-E016	Candidate List	LASTNAME
E-001	Absentee Voters for an Election	FIRSTNAME
E-005	Election Districts Included In Election	MIDDLENAME

☐ Include Confidential Voters

Export Cancel Run Report

Likewise, if you include too many conflicting parameters, MT Votes will not be able to process your request and it will give you red flashing exclamation blob that you can mouse over for more information.

In this example, MT Votes can only take the parameter of **All Precincts** OR **All Districts**, not both.

Reports

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County
Custer

Voter Movement
Custer

Voter ID
From:
To:

Effective Date
From:
To:

Others
Print Date:
Date of Birth:
Date Last Voted:
Election Date:

Precinct
☒ All (Deleted precincts will be included on report)
Description:
☐ WASHINGTON SCH - 1-38
☐ CCDHS - 2-38

District
☒ All (Deleted districts will be included on report)
Description:
☐ CC WATER/SEWER DIST 2 - WT_200
☐ CC WATER/SEWER DIST 2 - WT_200

Election
☐ All
Ballot Requested In:
Description:
☐ 14 Municipal General 2015 - 11/03/2015
☐ 14 FEDERAL GENERAL 2014 - 11/04/2014

Status
☒ All
Description:
☐ Active
☐ Inactive
☐ Late Registration

Status Reason
☐ All
Description:
☐ Incomplete

Spits
☐ All (Deleted splits will be included on report)
Description:
Select from either Districts or Precincts

Audits
☐ All
Description:
☐ Absentee Adre...
☐ Address Details
☐ Administrative

Party
☐ All
Description:
☐ Democrat
☐ Republican
☐ Nonpartisan

CODE NAME
VR-009 Voter Status Summary Report
VR-010 Registrant Activity Report
VR-011 Registered Voters Report
VR-012 Voting Activity Report

Sort Order
LASTNAME
FIRSTNAME
MIDDLENAME

☒ Include Confidential Voters

[Export](#) [Cancel](#) [Run Report](#)

Here is the general appearance of a report. This is the E-001, which is the report version of the EX-E01 Export shown earlier.

Absentees for an Election Report						Date: 12/17/2018 Report No.: 12-001
County: Tuolumne User Name: jgordon@nrcs						
Report of Absentees for the 2018 General Election District: 10						
Absentee Type	Absentee Status	Tracking Number	Reported Name/Registered Name	Present	Absent Reason	
Absentee ID	Absentee Reason	Order ID	Date of Birth	Age	Absent Reason	
Absentee ID	Absentee Type	Order Status	Order ID	Party	Absent Status	
Absentee Type	Absentee Reason	Reason	Comments		Absent Address	
Present: 12/17/2018						
12/17/2018	Present	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	
12/17/2018	Original	12/17	12/17/2018, 12/17/2018, 12/17/2018	12/17	12/17/2018	
Absentee ID						
12/17/2018	Present/Original	12/17	12/17/2018, 12/17/2018	12/17	12/17/2018	

You can ask most of the same questions about the Report that we could have in the Export, but you must re-run the report every time inputting different parameters. Depending on the report, this can take large amounts of time.

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County
Custer

Voter Movement
Custer

Voter ID
From
To

Effective Date
From
To

Others
Print Date
Date of Birth
Date Last Voted
Election Date

Precinct
☒ All (Deleted precincts will be included on report)
Description
☐ WASHINGTON SCH - 1-38
☐ CCDHS - 2-38

District
☒ All (Deleted districts will be included on report)
Description
☐ CC WATER/SEWER DIST 2 - WT_200
☐ CC WATER/SEWER DIST 2 - WT_200

Election
☐ All
Ballot Requested In
Description
☐ 14 Municipal General 2015 - 11/03/2015
☐ 14 FEDERAL GENERAL 2014 - 11/04/2014

Status
☒ All
Description
☐ Active
☐ Inactive
☐ Late Registration

Solits
☐ All (Deleted splits will be included on report)
Description

Audits
☐ All
Description
☐ Absentee Address...
☐ Address Details
☐ Administrative

Party
☐ All
Description
☐ Democrat
☐ Republican
☐ Nonpartisan

Status Reason
☐ All
Description
☐ Incomplete

CODE	NAME
VR-009	Voter Status Summary Report
VR-010	Registrant Activity Report
VR-011	Registered Voters Report
VR-012	Voting Activity Report

Sort Order
LASTNAME
FIRSTNAME
MIDDLENAME

☒ Include Confidential Voters

Export

Cancel

Run Report

Report/Export Types

The background of the slide is a blurred photograph of a workspace. It shows a light-colored wooden desk with several papers and documents scattered on it. One document in the foreground has the word 'INVENTORY' printed vertically on its right side. A white office chair is partially visible on the left side of the frame. The overall lighting is soft and even.

Election Reports

- **EX-E01** - Export Absentee Voters in an Election
- **EX-E015** - Export for Absentee Type Date Range
- **EX-E016** - Candidate List
- **E-001** - Absentee Voters for an Election
- **E-005** - Election Districts Included in Election
- **E-006** - Election Expenses Apportionment
- **E-007** - Election Billing Worksheet
- **E-008** - Allocation Cost Worksheet
- **E-011** - Absentee Batch Report
- **E-014** - NVRA Report
- **E-015** - Absentee Type Date Range Report
- **E-016** - Candidate List Report

Election Reports (least useful stricken)

- **EX-E01** - Export Absentee Voters in an Election
- **EX-E015** - Export for Absentee Type Date Range (Used for biennial absentee confirmations)
- **EX-E016** - Candidate List (Export of candidates in an election)
- **E-001** - Absentee Voters for an Election(Information about every absentee ballot)
- **E-005** - Election Districts Included in Election(Shows all districts in the election)
- ~~**E-006** - Election Expenses Apportionment~~
- ~~**E-007** - Election Billing Worksheet~~
- ~~**E-008** - Allocation Cost Worksheet~~
- **E-011** - Absentee Batch Report (Most useful if you run by individual batch)
- ~~**E-014** - NVRA Report~~
- **E-015** - Absentee Type Date Range Report (Used for biennial absentee address confirmations)
- **E-016** - Candidate List Report (A report of candidates in an election)

Election Reports – Most Useful

- **EX-E01** - Export Absentee Voters in an Election
- **EX-E015** - Export for Absentee Type Date Range (Used for biennial absentee confirmations)
- **EX-E016** - Candidate List (Export of candidates in an election)
- **E-001** - Absentee Voters for an Election (Information about every absentee ballot)
- **E-005** - Election Districts Included in Election (Shows all districts in the election)
- **E-011** - Absentee Batch Report (Most useful if you run by individual batch)
- **E-015** - Absentee Type Date Range Report (Used for biennial absentee address confirmations)
- **E-016** - Candidate List Report (A report of candidates in an election)

Voter Registration

- **EX-001** – Voter Walking List
- **EX-002** – Voting History List
- **EX-003** – Registered Voter List
- **EX-004** – Statewide Voter Extract
- **EX-005** – Statewide Voter Purge
- **EX-006** – Statewide New Registrants
- **EX-007** – Statewide Absentee Requestor
- **EX-008** – Statewide Late Registration
- **EX-009** – Statewide Changes to Registrants
- **EX-010** – Statewide Jury Pool Extract
- **EX-011** – Late Registration Statistics
- **EX-012** – Voter Polling Place List
- **EX-013** – Federal Survey Duplicate Registration Export
- **VR-001** – Change of Counties Report
- **VR-002** – Voters with Prior Registrations
- **VR-004** – NVRA Compliance Statistics Report
- **VR-005** – Potential Duplicate Voters Report
- **VR-007** – Voter Pending List Report
- **VR-009** – Voter Status Summary Report
- **VR-010** – Registrant Activity Report
- **VR-011** – Registered Voters Report
- **VR-012** – Voting Activity Report
- **VR-015** – Even Odd Walking List Report
- **VR-018** - District Voter Register
- **VR-018** - Incomplete Registration Notification
- **VR-021** – Cancelled Voters within a Date Range
- **VR-022** – Late Registration Statistics Report
- **VR-023** – Federal Survey Duplicate Registration
- **VR-024** – Merged Voter Report
- **VR-025** – Duplicate Voters Marked No Match
- **VR-026** – No Match Audit Report – Voter Merge
- **VR-027** – Voters Marked as Potential Felons
- **VR-028** – Pre-Voter Registrations

Voter Registration (least useful stricken)

- EX-001 – Voter Walking List
- EX-002 – Voting History List
- EX-003 – Registered Voter List
- ~~EX-004 – Statewide Voter Extract~~
- ~~EX-005 – Statewide Voter Purge~~
- ~~EX-006 – Statewide New Registrants~~
- ~~EX-007 – Statewide Absentee Requestor~~
- ~~EX-008 – Statewide Late Registration~~
- ~~EX-009 – Statewide Changes to Registrants~~
- ~~EX-010 – Statewide Jury Pool Extract~~
- EX-011 – Late Registration Statistics
- ~~EX-012 – Voter Polling Place List~~
- ~~EX-013 – Federal Survey Duplicate Registration Export~~
- VR-001 – Change of Counties Report
- ~~VR-002 – Voters with Prior Registrations~~
- ~~VR-004 – NVRA Compliance Statistics Report~~
- VR-005 – Potential Duplicate Voters Report
- VR-007 – Voter Pending List Report
- VR-009 – Voter Status Summary Report
- VR-010 – Registrant Activity Report
- VR-011 – Registered Voters Report
- VR-012 – Voting Activity Report
- VR-015 – Even Odd Walking List Report
- VR-018 - District Voter Register
- VR-018 - Incomplete Registration Notification
- VR-021 – Cancelled Voters within a Date Range
- VR-022 – Late Registration Statistics Report
- VR-023 – Federal Survey Duplicate Registration
- VR-024 – Merged Voter Report
- VR-025 – Duplicate Voters Marked No Match
- VR-026 – No Match Audit Report – Voter Merge
- VR-027 – Voters Marked as Potential Felons
- VR-028 – Pre-Voter Registrations

Lets remove
exports/reports that
are only available or
useful at the state
level.

Voter Registration

- **EX-001** – Voter Walking List (Useful for candidates)
- **EX-002** – Voting History List
- **EX-003** – Registered Voter List
- **EX-011** – Late Registration Statistics
- **VR-001** – Change of Counties Report (Identify individuals who move to or from your county)
- **VR-005** – Potential Duplicate Voters Report (Extremely useful!)
- **VR-007** – Voter Pending List Report (Same data as you'd get from Voter Search)
- **VR-009** – Voter Status Summary Report (Provides a summary of all Statuses and Status Reason)
- **VR-010** – Registrant Activity Report (Allows a user to search for certain audit entries. Useful!)
- **VR-011** – Registered Voters Report (A list of all Voters. Options include: Status, District/Precinct, Effective Date)

Voter Registration

- **VR-012** – Voting Activity Report (Provides information on voters for a selected election)
- **VR-015** – Even Odd Walking List Report (Provides voters name/phone of individuals on both sides of the road)
- **VR-018** - District Voter Register (Useful for districts who run their own election)
- **VR-019**- Incomplete Registration Notification (Provides a ready to use form for Pending-Incomplete voters)
- **VR-021** – Cancelled Voters within a Date Range (Shows cancelled voters within a date range – long time to run)
- **VR-022** – Late Registration Statistics Report (Report must be run before you close an election)
- **VR-024** – Merged Voter Report (Returns all voters who have been merged in your county)
- **VR-025** – Duplicate Voters Marked No Match (This report fails to include WHO was the new duplicate)
- **VR-026** – No Match Audit Report – Voter Merge (Report is hard to use as it does include Cancelled voters)
- **VR-027** – Voters Marked as Potential Felons (Useful to identify potential Felons)
- **VR-028** – Pre-Voter Registrations (Provides number of total Unprocessed, Processed, and Cancelled Pre-Registrations)

Districts & Precincts

- **DP-001** – District Listing (Lists all districts in your county by District Type)
- **DP-002** – District Splits (Lists all splits in each district)
- **DP-003** – District Voter Count (Provides the total voter per district)
- **DP-004** – Position Listing (Total positions per District and term years)
- **DP-005** – Precinct Splits (Lists all splits in each precinct)
- **DP-006** – Precinct Splits Count (This report is useless since we don't register by party)
- **DP-007** – Precinct Voter Count (Total voters by precinct and Status)
- **DP-008** – Precinct Listing (Polling location assigned to each precinct)
- **DP-009** - District Within Precinct (Lists all districts within each Split)
- **DP-010** – Precinct Within Districts (Can show all precincts and splits within a given jurisdiction)
- **DP-011** – Elected Officials report (Position holder of each position in the district)
- **EXDP-001** – Precinct Listing Export (Polling place in each precinct, export)
- **EXDP-002** – Districts within Precincts Export (Shows all districts in splits, really useful)

Petitions

- **EXPM-001** – Circulators Export (A list of circulators)
- **EXPM-002** – Petition Signers Export (Information about signers and circulators)
- **EXPM-003** – Petition Certification – Statistics by House District (Data about HD)
- **PM-001** – Circulators (A list of circulators for a selected petition)
- **PM-002** – Duplicate / Triplicate Signature Recording Form (Shows Dupes/Trips)
- **PM-003** – Petition Processing Statistics (Basic data on selected petition; for statewide petitions, defer to SOS to provide these totals since they are statewide totals)
- **PM-004** – Petitions (Lists all petitions for your search criteria)
- **PM-005** – Petition Signers (A printout of the acceptance and rejections you entered into petitions module)

Petitions

- **PM-006** – Petition Signature Statistics (Detailed stats about signatures for a petition)
- **PM-007** – Petition Summary Results Verification (Detailed stats per submittal)
- **PM-008** – Petition Signature Page Line Statistics (Detailed petition summary)
- **PM-009** – Petition Certification – Statistics by House District (Most useful Petition form – sent to SOS for statewide ballot issues!)
- **PM-010** – Duplicate/Triplicate Signature for Petition (Provides all data about dupe/trip signatures)
- **PM-011** – Petition Signers / Changed Counties (I don't believe this is useful)
- **PM-012** – Unfinished Submittals (Good report to verify you have finished all submittals)

Ballot Processing

- **BP-002** – Ballot Statistics By Precinct (Stats by precinct, you can also run by district)
- **BP-004** – Ballot Statistics By Ballot Style (Stats by ballot style)
- **BP-010** – Ballot Batches Unprocessed (Useful report if you cannot close your election!)
- **BP-011** – Ballot Batches Receiving (Data about individual batches)
- **BP-012** – Voter Listing By Ballot Style (Useful report to show who received what ballot #)
- **BP-013** – Undeliverable Ballots (Undeliverable ballots)
- **BP-016** – Absentee/ Mail Ballot Sent By Ballot Style (# of Ballots sent by style)
- **BP-020** – Duplicate Ballots Report (appears to provide all Reissued ballots)
- **BP-023** – Ballot Style Key (Unsure what this report would be useful for)

Ballot Processing

- **BP-026** – Ballot Statistics for Return by Date and Source (How ballots came back by Date)
- **BP-028** – Ballot Proofing – By Precinct, Splits and Styles (Total voters per split)
- **BP-031** – Batch Exception List Report (Provides all ballots that have tripped an exception)
- **BP-034** – Ballot Stage/Status in Date Range (Provides Stage/Status of all ballots)
- **BP-035** – Undeliverable Ballot Labels (Creates labels for a date range)
- **BP-036** – Ballots Preventing Election Certification (Useful if you can't close your election)
- **BP-037** – Seasonal Absentee Report (Provides seasonal voters and multiple addresses)
- **BP-038** – Ballot Status Change (Shows changes in ballot status)
- **EX-BP1** – Voter Master Listing by Election (Provides details about all absentee ballots)
- **EX-BP2** – Undeliverable Ballot Labels Export (Export for undeliverable ballots)

Best Reports?

A group of people are seated at a table, viewed from behind, looking out a large window at a city skyline. The scene is dimly lit, with the city lights visible through the window. The text "Best Reports?" is overlaid on the left side of the image.

There is **nO** definitive list of reports to use or not to use. There may be reports/exports that you find useful that are not on next couple of slides.

There are basically two different categories of reports/exports.

Ones that are directly useful for administering an election and ones that are useful for all other data.

Election Reports

EX-E01 – Export for Absentees Voters in an Election. This export contains a wide swath of information on all voters that were issued an absentee (or mail) ballot.

BP-034 – Ballot Stage/Status in Date Range – Useful for reconciling ballots. Some counties use this report multiple times a day.

BP-004 – Ballot Statistics By Ballot Style – This gives you a summary of ballots for each style.

EX-E016/E-016 – Candidate List

Provisional Ballot Export – Useful to keep track of data in the provisional ballot module.

Late Registration Search – Must be done before you close your election. Useful to have to keep track of all your late registrants.

VR-018 – District Voter Register – Used for District Elections

Non-Election Reports

EX-001 – Voter Walking List – Useful for door-to-door campaigning.

EX-003 – Registered Voter List – Just a great snapshot of registered voters.

VR-005 – Potential Duplicate Voters Report – I'd recommend a calendar reminder every two weeks or once a month to run this report.

VR-007 - Voter Pending List – Useful for keeping tabs on your pending voter list.

VR-010 – Registrant Activity Report – This report has the potential to be extremely useful. It basically allows you to query audit logs of voters based on Audit types.

EX-E015/E-015 – Absentee Type Date Range Report – Biennial Absentee confirmations.

PM-009 – Sent to the State for statewide ballot issues.

Questions?

